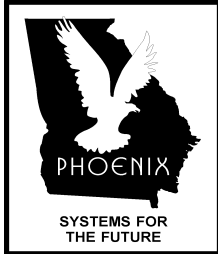State of Georgia

Phoenix Program

Implementing Georgia's New Millennium Human Resource
and Financial Solutions

**Account Codes
for Position Management**

Phoenix End-User Training

MODULE 8:

ACCOUNT CODES FOR POSITION MANAGEMENT

PARTICIPANT GUIDE

HRMS - Human Resources - HRMS Budgeted Positions

Module Contents

Appendix

PHOENIX

SYSTEMS FOR
THE FUTURE

Phoenix End-User Training

SECTION 1:
ACCOUNT CODES

PARTICIPANT GUIDE

Section Contents

ACCOUNT CODES

A. INTRODUCTION

Account Codes

Welcome to the Account Codes section. This section contains the tools needed to learn all concepts and procedures involved in the Account Codes section.

Goal: To acquire the skills and knowledge necessary to maintain the Account Code Table. In addition, you will acquire an understanding of how the data in the Account Code Table is utilized throughout the HRMS system.

Objectives:
1. Create Account Codes
2. Modify Account Codes using Correction mode
3. Modify Account Codes using Update/Display mode

B. BUSINESS PROCESSES

Activity	Materials	
LECTURE	GUIDE	FLIPCHART

Relevant Business Processes:

HR0100-BUDG - Create Account Codes
HR0110-BUDG - Modify Account Codes

C. EXERCISES

Exercise 1 – Create an Account Code

ACCOUNT CODE TABLE CONCEPTS

The Account Code Table is a holding file for the ChartField values that are used to expense personal services and fringes in Financials. An Account Code represents a valid combination of ChartField values; i.e., there must be a unique combination of ChartField values for each Account Code and the ChartFields must be on the Financial Tree.

Account Codes should be given generic names so that they can be reused. As programs, funding years, or other values change the ChartFields are changed, NOT the Account Code.

When creating a new Account Code, it is important to use an Effective Date as far in the past as possible for a couple of different reasons. When payroll is confirmed the system reads the Pay Begin and Pay End dates of the payrolls being confirmed and then reads the Effective Date in the Department Budget Table. The system reads the date in the Account Code Table last in this process; so if the date in the Account Code Table is greater than either the current row in the Department Budget Table or the Pay Begin Date, the system considers it a future dated row and will not use that data from the Account Code Table. An incorrect Effective Date could cause the system to "crash" when payroll is confirmed or could cause personal services to be expensed incorrectly.

There is only one panel in the Account Code Table:

Exercise 1 (continued)

Scenario: Your company was awarded a new federal grant effective
                          07/01/2000 and a new Account Code has to be created (refer to
                          your Data Entry Sheet for descriptions and values). Your goal is to
                          add the new Account Code to the Account Code Table ensuring
                          that it has a unique combination of PeopleSoft accounting numbers
                          called ChartFields.

Business Process: **HR0100-BUDG➔ Create Account Codes**

Step 1	**Select:** Go➔ Define Business Rules➔ **Define Budget/Encumbrance (U.S.)** **Select:** Setup➔Account Code Table ➔**Add**
Expected Results:	A dialog box displays
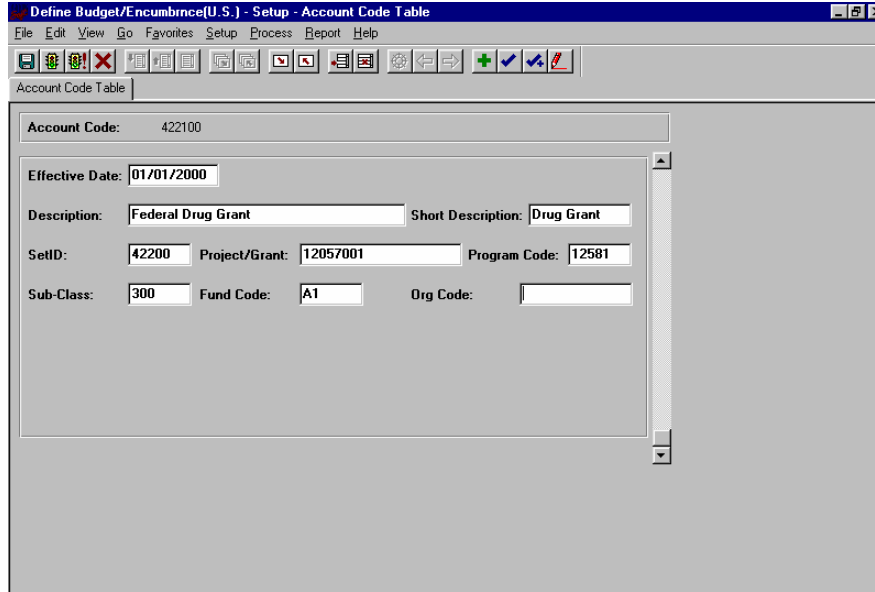
Exercise 1 (continued)

Step 2	Enter the following search criteria in the dialog box: **Account Code** : Refer to your Data Entry Sheet **The Account Code can be up to 25 alphanumeric characters but must begin with the 3-digit Company (Agency) Code. The name of an Account Code should be <u>generic</u> and should <u>not</u> include the fiscal year.** **Click:** **OK**
Expected Results:	The Account Code Table panel displays.

Add -- Account Code Table

Account Code: NEW

OK

Cancel

Exercise 1 (continued)

Step 3	Enter the following from your Data Entry Sheet:
	Effective Date: **01/01/2000** (use a date as far in the past as possible – that will eliminate any future dated rows in the Acct Code Tbl)
	Description: Up to 30 alphanumeric characters
	Short Description: Up to 10 alphanumeric characters
	SetID: *3-digit company (agency) number plus two zeros*
	Project/Grant: Up to 15 characters
	Program Code: Up to 5 characters
	Sub-Class: Up to 5 characters
	Fund Code: Up to 5 characters
	Org Code: Populate **only** for exceptions
	• **Each Account Code should have its own unique combination of ChartField values.**
	• **These fields should be valid ChartField values in the Financial System.**
	• **All of these ChartFields are required except Org Code.**
Expected Results:	Verify data is entered correctly.

Related Issues	**Org Code field** **99% of the time this field SHOULD NOT be populated. Please DO NOT populate this field without first calling Central Support.**
	One problem created by populating the Org Code field is: an agency has received funding from one source that will be funding four different Departments (Orgs). If you populate the Org Code field then you will have to create four different Account Codes, instead of just one. And as the funding is renewed, you will have to update all four Account Codes, instead of just one.

Exercise 1 (continued)

Check Results	

Step 4	Compare your Account Code Table panel to the panel shown below:
	Note: Your data will not be a perfect match to panels throughout this manual but the same fields should be populated.
Expected Results:	A new Account Code has been created.

Step 5	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercises 2 and 3

MODIFYING AN ACCOUNT CODE CONCEPTS

After an account has been created it can be reused from year to year as programs or the funding sources change. Instead of creating a new Account Code every year, you can change the ChartField values for an existing Account Code.

There are two methods to modify an Account Code, either using Correction mode or Update/Display mode. When using the Update/Display mode to make modifications, you have to insert a row before making any changes. You will either have to accept the Effective Date default or enter the Effective Date of your choice. This method will create a historical record that is not really necessary in this table. If you choose to use the Update/Display mode, keep the date so far in the past that you will never have a future dated row in the Account Code Table.

The other method of changing the ChartField values is to use Correction mode. You do not insert a row when using this mode; you simply change the necessary ChartField values and save the record. Keep in mind that the Account Code Table is a holding file for the ChartField values used in Financials where a permanent record of personal services expenses is maintained.

While the Correction mode does not maintain a historical record, it will prevent some problems you might encounter using Update/Display mode. Because you do not change the Effective Date when in Correction mode, problems created by incorrect Effective Dates are eliminated. Central Support recommends using Correction mode to modify the Account Code Table.

The next two exercises walk you through modifying an Account Code using both Correction and Update/Display modes.

Key Question

Update the existing Account Code — No — Is this brand-new funding? — Yes — Create a New Account Code
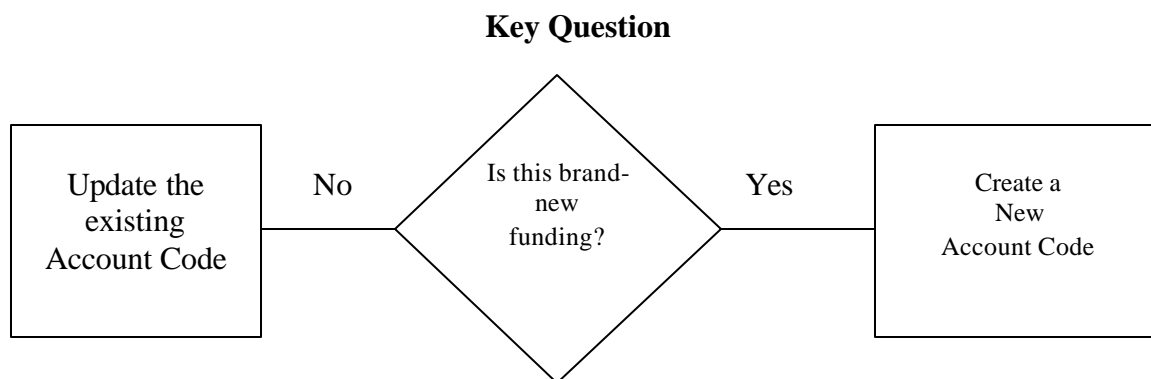
Exercise 2 – Modifying an Account Code using Correction Mode

Scenario: The federal grant that your company received last year expired but
                                            the funding was renewed effective 07/01/00. Your goal is to
                                            modify the ChartField values for the existing Account Code.

Business Process：   **HR0110-BUDG →Modify Account Codes**
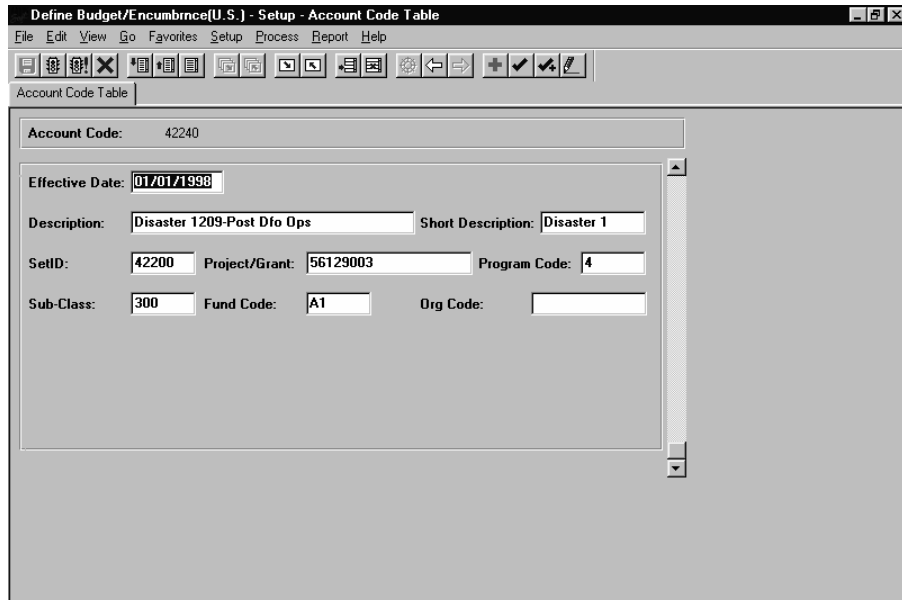
Step 1	**Select:** Go→ Define Business Rules→ **Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Account Code Table → **Correction** **Note: You do <u>not</u> insert rows or change the Effective Date when using Correction mode. You simply change the ChartFields as necessary and Save.**
Expected Results:	A dialog box displays

Step 2	Enter the following search criteria in the dialog box: **Account Code**： Refer to your Data Entry Sheet **Click:** **OK**
Expected Results:	The Account Code Table panel displays.

Step 3	Change the following field: **Program Code:** Refer to your Data Entry Sheet • **Any one or combination of the ChartField values can change with the new Fiscal Year but the Account Code remains the same.** • **These fields should be valid ChartField values in the Financial System.** • **All of these ChartFields are required except the Org Code**
Expected Results:	Verify data is entered correctly.

Exercise 2 (continued)

Check Results	

Step 4	Compare your Account Code Table panel to the panel shown below:
Expected Results:	New ChartField values have been entered.

Step 5	**Click:** 💾 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 3 – Modifying an Account Code using Update/Display mode

Scenario: The federal grant that your company received last year expired and it was renewed effective 07/01/00. Your goal is to modify the ChartFields for an existing Account Code using Update/Display mode.

Caution: **While this method will create a historical record, Central Support does not advocate using it.** If you do, it is important to keep the Effective Date as far in the past as possible so you never have a row of data in the Account Code Table that is greater (future dated) than the current row of data in the Department Budget Table.

Business Process: **HR0110-BUDG → Modify Account Codes**

Step 1	**Select:** Go→ Define Business Rules→ **Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Account Code Table → **Update/Display**
Expected Results:	A dialog box displays.
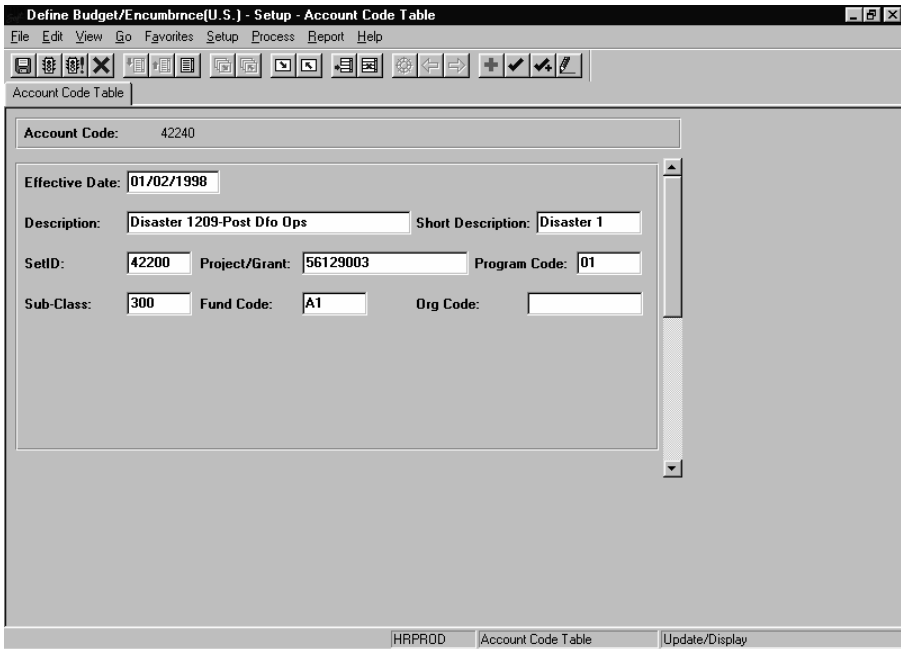
Step 2	Enter the following search criteria in the dialog box: **Account Code** : Refer to your Data Entry Sheet **Click:** **OK**
Expected Results:	The Account Code Table panel displays.

Exercise 3 (continued)

Step 3	With your cursor in the **Effective Date** field: **Insert a row** by pressing **F7** or clicking on the **Insert Row** 🔲 icon. This creates a new row of data that is exactly the same as the previous row except the Effective Date defaults to blank. You will have to enter the desired date and change the appropriate ChartField values.
Expected Results:	A new data row is created.

Step 4	Change the following field(s): **Effective Date:** **01/02/1998** (**Keep this date as far in the past as possible**) **Program Code:** Refer to your Data Entry Sheet **Note:** • Any one or combination of the ChartField values can change with the new Fiscal Year but the Account Code remains the same. • These fields should be valid ChartField values in the Financial System. • All of these ChartFields are required except the Org Code.
Expected Results:	Verify data is entered correctly.

Exercise 3 (continued)

Check Results	

Step 5	Compare your Account Code Table panel to the panel shown below:
Expected Results:	New ChartField values have been entered and a historical row of data created.

Step 6	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

D. SUMMARY AND REVIEW

Activity	Materials	
LECTURE	GUIDE	FLIPCHART

Objectives

1. Create Account Codes
2. Modify Account Codes using Correction mode
3. Modify Account Codes using Update/Display mode

Discuss the following questions

1. What is the Account Code Table?

2. What does the system check for when you make entries in the Account Code Table?

3. What naming convention should be used for an Account Code?

4. Why should we use a generic name for an Account Code?

5. What field should you utilize for more specific data?

6. What effective date should we use when creating or modifying an Account Code? Why?

7. What field should not be populated? Why?

SUMMARY AND REVIEW (continued)

8. What is the best entry mode to use when modifying an Account Code? Why?

9. If you use the Update/Display mode to modify an Account Code, what is the best effective date to use? Why?
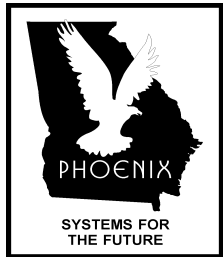
Phoenix End-User Training

Section 2:
Department Budget Table

Participant Guide

Section Contents

DEPARTMENT BUDGET TABLE

A. INTRODUCTION

Department Budget Table

Welcome to the Department Budget Table section. This section contains the tools needed to learn all concepts and procedures involved in the Department Budget Table section.

Goal: To acquire the skills and knowledge necessary to maintain the Department Budget Table. In addition, you will acquire an understanding of how the data flows between the Account Code and Department Budget Tables and throughout the HRMS system.

Objectives:

1. Describe the flow of data through the HRMS system
2. Create a Department (Org) in the HRMS system
3. Add and Modify Department Account Codes
4. Describe a Position Override
5. Add and Modify Position Overrides

B. BUSINESS PROCESSES

Activity	Materials	
⚇ LECTURE	📖 GUIDE	🎨 FLIPCHART

Relevant Business Processes:

HRB0200-BUDG - Add a Department Account Code in the Department Budget Table

HRB0210-BUDG - Modify a Department Account Code in the Department Budget Table

HRB0300-BUDG - Add a Position Override to the Department Budget Table

HRB0310-BUDG - Modify a Position Override in the Department Budget Table

C. CONCEPTS

DEPARTMENT BUDGET TABLE

Department = Organization

This table is used to associate an Account Code with a Department (Org) and to designate any positions (Position Overrides) that are in a Department but are funded through a different funding source.

There are a number of steps to consider when creating a new Department. First, you must decide on the new Department (Org) number and then notify your Accounting Office with that information. Your Accounting Office will add the Department to PeopleSoft and will notify Financial Systems to add it to your agency's Organization Tree.

After the new Department has been added to Financials, you must complete and submit the **HRMS Department Change Request Form** to HRMS Central Support. HRMS Central Support adds the new Department to the HRMS system by adding it to the **Department Table**. The request form includes a space to add your designated Department Account Code. If you include the Account Code on the form, HRMS Central Support will add the information to the **Department Budget Table** when it adds the Department to the HRMS system.

If you do not include the Account Code on the request form, HRMS will not add the information to the Department Budget Table and one of two things will occur. If your company (agency) has provided HRMS Central Support with an Agency Default Account Code, the system will add that as the Department Account Code. If your agency has not provided an Account Code, either on the Request Form or in the Default Account Code Table, then the system will add the Department Account Code using the first Account Code from your agency's list in the Account Code Table.

The **Account Code Table** is a table that lists all of the account codes used by each agency. The **Default Account Code Table** is a table that lists only one account code per agency and is utilized only in the event the system locates a Department that is not associated with an Account Code. Agencies will receive a report when the system adds the Department Account Code (HRxxx0968).

A flowchart describing the steps to Create New Departments (Orgs) and a copy of the HRMS Department Change Request form are included in this section. HRMS Security will only add the Department Account Code to the Department Budget Table if it has been included on the reque st form. Any Position Overrides will need to be added by the Company (Agency) after the Department has been created.

In this section you will learn how to add a new Department, add Position Overrides, add multiple funding sources, change funding sources, and delete funding sources.

ACCOUNT CODE WORKFLOW

ACCT CODE TABLE

Account Codes
42201 – State
42202 - Federal
Holds the ChartField values
used in Financials

DEPT BUDGET TABLE
Departments (Orgs)

Budget Office – 422001001

All positions go to **42201**

"Our Department
Account Code is
42201"

Accounting Office – 422002001

Psn Overrides 12345678 & 12789482
All other positions go to **42201**

"Our Department
Account Code is
42201"

POSITION OVERRIDES

12345678 – **42202**

12789482 - **50%** to **42201**
            50% to **42202**

CREATE NEW DEPARTMENTS (ORGS)

```
┌─────────────────┐
│  Determine      │
│  Department     │
│  Number         │
│  (Org Code)     │
└─────────────────┘
         │
         ▼
┌─────────────────┐      ┌──────────────────────┐
│  Add new        │      │  Complete HRMS Dept  │
│  Dept ID (Org) to│─────▶│  ID Change Request   │
│  Financials     │      │  Form to add Dept ID │
│                 │      │  (Org) to HRMS       │
└─────────────────┘      └──────────────────────┘
```

Do you know the Account Code for this Dept ID (Org)? ──No──▶ Is your Company's preferred Account Code listed in the Default Account Code Table? ──No──▶ The system adds an Account Code to the Department Budget Table using the first Account Code from your Company's list in the Account Code Table.

Yes │   Yes │

Add it to the HRMS request form and HRMS will add the new Dept ID (Org) and Account Code to the Department Budget Table.

The system adds an Account Code to the Department Budget Table using your designated Account Code from the Default Account Code Table.

Note: This flowchart assumes that you do not need to create a new Account Code.

FUNDING CHANGE FOR A DEPARTMENT (ORG)

```
                                    ┌──────────────────────┐
                                    │  You have received   │
                                    │  notification that the│
                                    │  funding for a Dept ID│
                                    │  (Org) has changed.  │
                                    └──────────┬───────────┘
                                               │
                                               ▼
┌──────────────┐        ◇                ◇                 ┌──────────────┐        ┌──────────────┐
│ Change the   │   Is the current    Is this Brand-new     │ Add a new    │        │ Change the   │
│ Chartfield   │◄─Yes─ Account Code ◄─No─  funding  ─Yes──►│ Account Code │───────►│ Account Code │
│ values in the│      valid?                                │ to the Account│       │ in the Dept  │
│ Account Code │        ◇                ◇                 │ Code Table   │        │ Budget Table │
│ Table        │        │                                  └──────────────┘        └──────────────┘
└──────────────┘        No
                        │
                        ▼
                ┌──────────────┐
                │ Change the   │
                │ Account Code │
                │ in the Dept  │
                │ Budget Table │
                └──────────────┘
```

CREATE A NEW POSITION

Effective Date for Position: 6/1/01
Lag Payroll: 5/20 - 6/5
Effective Date for new hire: 6/1/01

You need to create a new position.

Setup in Position Data (Manage Positions) using a 6/1/01 effective date. No entry necessary in Dept Budget Table. The system automatically uses the Dept Acct Code as the funding source.

Yes ← Will the position be funded using the Dept Acct Code? → No → Will this position be in a lag payroll group? → No → Setup in Psn Data (Manage Positions) using a 6/1/01 effective date and in Dept Budget Table as a Position Override using a 6/1/01 effective date.

Yes

Setup in Psn Data (Manage Positions) using a 5/1/01 effective date and in Dept Budget Table as a Position Override using 5/1/01 effective date.

FUNDING CHANGE FOR A POSITION

```
                                           ┌──────────────────┐
                                           │ You have received│
                                           │ notification that│
                                           │  the funding for │
                                           │    a position    │
                                           │   has changed.   │
                                           └────────┬─────────┘
                                                    │
                                                    ▼
┌──────────────┐          ◇                         ◇                    ┌──────────────────┐
│ Add a Position│        ╱   ╲                     ╱   ╲                  │ See flowchart    │
│ Override to the│◄─No──╱ Is the ╲     ◄─No──────╱ Is the ╲──Yes─►        │ titled Move a    │
│ Dept Budget   │      ╲ position  ╲            ╲ position  ╲             │ Position to      │
│ Table         │       ╲already setup╱          ╲moving to a╱            │ Another          │
└──────────────┘         ╲as a Position╱          ╲different ╱            │ Department (Org) │
                          ╲Override?╱              ╲Dept ID (Org)?╱       └──────────────────┘
                            ╲   ╱                    ╲   ╱
                             Yes                      
                              │
                              ▼
                    ┌──────────────────┐
                    │ Change the Account│
                    │ Code for the      │
                    │ existing Position │
                    │ Override in the   │
                    │ Dept Budget Table │
                    └──────────────────┘
```

MOVE A POSITION TO ANOTHER DEPARTMENT (ORG)

```
                        ┌─────────────────────────┐
                        │ You have received       │
                        │ notification to move a  │
                        │ Position to another     │
                        │ Dept ID (Org)           │
                        └─────────────────────────┘
                                    │
                                    ▼
┌──────────────┐               ◇◇◇◇◇◇◇◇◇◇◇◇◇
│ See Create   │               Does the Dept ID (Org)
│ New          │◄──No──        already exist?
│ Departments  │               ◇◇◇◇◇◇◇◇◇◇◇◇◇
│ (Orgs)       │                    │
│ flowchart    │                   Yes
└──────────────┘                    │
        │                           ▼
        │                  ┌─────────────────────┐
        └─────────────────►│ Change Dept in      │
                           │ Position Data (it   │
                           │ will flow through   │
                           │ to Job Data if psn  │
                           │ is incumbered)      │
                           └─────────────────────┘
```

- See Create New Departments (Orgs) flowchart
- Does the Dept ID (Org) already exist? — No → See Create New Departments; Yes ↓
- Change Dept in Position Data (it will flow through to Job Data if psn is incumbered)
- Was the position setup as a Position Override in the Dept Budget Table for the losing Dept ID (Org)? — No → No entry necessary in the Dept Budget Table for the losing Dept; Yes ↓
- Delete the row of data for the Position Override in the Dept Budget Table for the losing Dept ID (Org)
- In the gaining Dept ID (Org), is the position funded using the Dept Account Code? — No → Add a Position Override to the Dept Budget Table; Yes ↓
- No entry necessary in the Dept Budget Table

Georgia Fiscal Management Council
P.O. Box 38305
Atlanta, Georgia   30334   www.ganet.org/fmc
http://phoenix.gagta.com/

HOW TO ADD ORGANIZATIONS, PROGRAMS AND PROJECTS

What do you want to do	Where to go
Add Organization	Go – Define Business Rules – Design ChartFields Use – Organization – Add – **Save**
Add Program	Go – Define Business Rules – Design ChartFields Use – Program – Add – **Save**
Add Project/Grant	Go – Define Business Rules – Design ChartFields Use – Project/Grant – Add – **Save**
Add Organization/Program/Project to the trees Not everyone has a Report Tree Report Org Trees: Indicate the Level (1,2,3...etc.) BCM Org Trees: Indicate the Level (All, BD_Approp, BD_Org, or BD_Detail)	Use the form from DOAS and add the following: Rpt_Org – Organization # – Level* – Parent BCM_Org – Organization # – Level – Parent Rpt_Project – Project # – Level – Parent Rpt_Program – Program # – Level – Parent BCM_Project – Project # – Level – Parent BCM_Program – Program # – Level – Parent **E-mail to trees@gta.ga.gov**

Budget Key Translation **
    (Can be different year to year)
	Go – Define Business Rules – Control Public Sector
	Use – Budget Key Translations – **Update/Display**
	    Enter Business Unit and Budget Year. Select any Org from the
	    list EXCEPT the first Org (Do not use three-digit Org). Click OK
	    when message box displays. When the next panel comes up,
	    Enter Budget Year and the Org that needs the translation. **Save**

HOW TO ADD TO HRMS

What do you want to do	Where to go
Add Organization that has positions in it to the HRMS tree	Fill out Phoenix HRMS Department Change Report: Add – effective date (01/01/1900) Dept ID/Organization – enter organization number Enter Level – can be up to 10 characters Level – leave blank Parent – enter the parent (where to summarize up to) Description – enter the long name (30 characters) Short Description – enter short name (10 characters) Account Code – Enter Account Code (ties to Program/Project) Request Type – Add Reason – New Organization **E-mail to GTAHRMS @gta.ga.gov**
If Organization is tied to Program/Project If there is not already an Account Code with the desired program/project, you will need to establish a new account code. This sets up the chartfield values that flow through to financials.	Log into HRMS: Go – Define Business Rules – Define Budget/Encumbrance Setup – Account Code Table – Add Enter new account code starting with your agency #, "xxx" Enter all information in the Account Code Table – This ties the organization to a program and project. – **Save** **Do not populate the Org code field.**

* Level – can be determined by looking at the tree and placing the cursor in the organization/project/program you want to add and look at the bottom left hand corner of the screen for the level.

** When an organization is added to the chartfield tables, the Budget Key Translation Table must also be updated or Budgets and expenses will not clear.

PHOENIX HRMS
Department Change Request

(Complete this form ONLY if the DeptID (organization number) will have positions expensed against it.)

Company/SetID: _____

Request Date: _____

Effective Date(s)	DeptID/ Org Value(s)	Level(s)	Parent(s)	Description(s) Field Length (30 char.)	Short Description Field Length (10 char.)	Account Code* (up to 25 char.)	Request Type(s)			Reason for Request(s)
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	
							Add ☐	Inactive ☐	Modify/Correct ☐	

Notes: The Dept Security Tree Level and Parent Value MUST be supplied on this form if a new Department has been added.

***Specify account code for each __NEW__ Department ID. If left blank, the default account code for your agency will be assigned.**

Requested By: _____

Requestor's Info:	**Telephone No.**	**Email Address**	**Fax No.**

○ Approved   ○ Rejected

**Submit this form to the Solution Center at GTAHRMS@gta.ga.gov or FAX (404)463-5089. If you have any questions, please call the agency support at 404-657-3956.

Exercise 1 – Add an Account Code for a Department
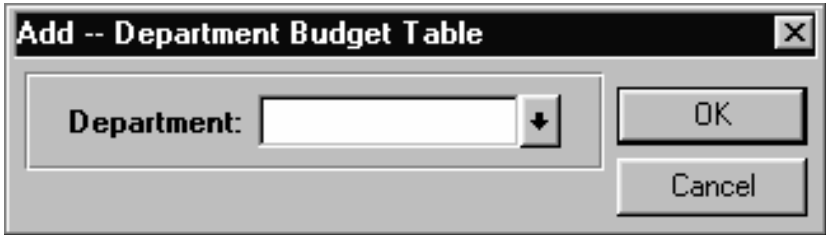
Note: In Phoenix, each Department (Organization) must be linked to an
                            Account Code. If the Department Account Code is not provided at
                            the time that the HRMS Department Change Request form is
                            submitted, the Account Code will have to be entered manually, or
                            the system will create one. ***A new Account Code will have to be
                            created when brand-new funding has been received for a new
                            Department.***

Scenario: This exercise assumes that HRMS Security was not provided with
                            the Department Account Code. Your goal is to enter the
                            Department Account Code for a newly created Department.

Business Process: **HRB0200-BUDG →Add a Department Account Code**
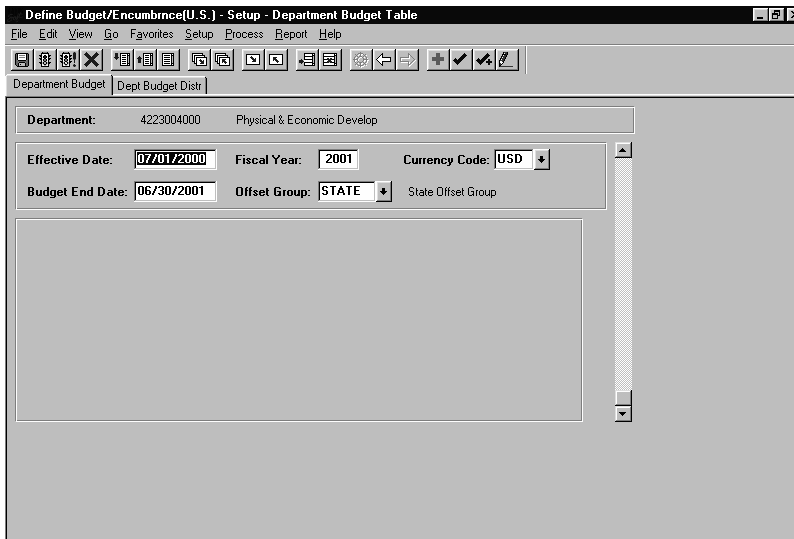
Step 1	**Select:** Go→Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Department Budget Table→Department Budget → **Add**
Expected Results:	A dialog box displays.

Exercise 1 (continued)
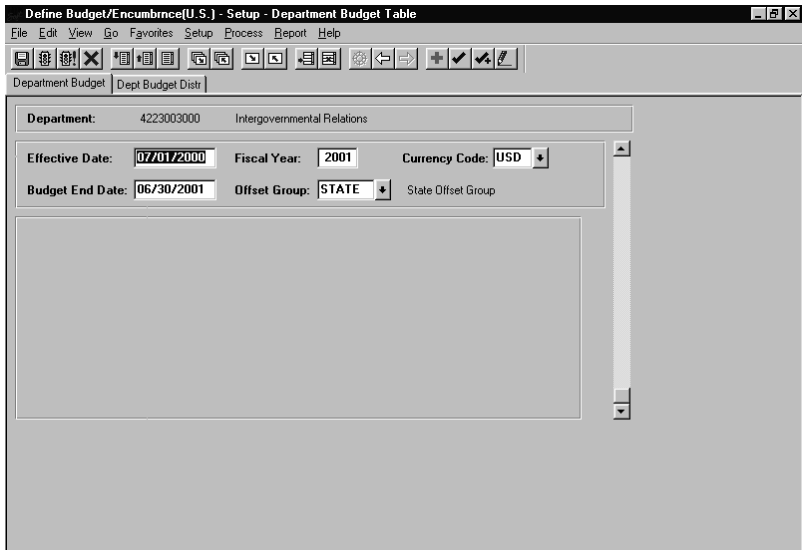
Step 2	Enter the new Department (Org) in the dialog box:
	Department: Refer to your Data Entry Sheet
	Add -- Department Budget Table ☒
	Department: [▾] [OK]
	[Cancel]
	Click: **OK**
	Note: You will receive an error message at this point if the Department (Org) has not been setup in Financials and HRMS.
Expected Results:	The Department Budget panel displays.

Step 3	Enter the following on the Department Budget panel:
	Effective Date: **07/01/2000**
	Fiscal Year: **2001**
	Currency Code: **USD**
	Budget End Date: **06/30/2001** (Last Day of the Fiscal Year)
	Offset Group: This will always be **STATE**
Expected Results:	Verify data is entered correctly.

Related Issue	**Effective Date**
	We recommend using the 1st of the Fiscal Year or the 1st of the Month. However, when lag payrolls are involved push back the effective date far enough to include the Pay Begin Date for the lag payroll, even if the incumbent started in the middle of the pay period.

Exercise 1 (continued)
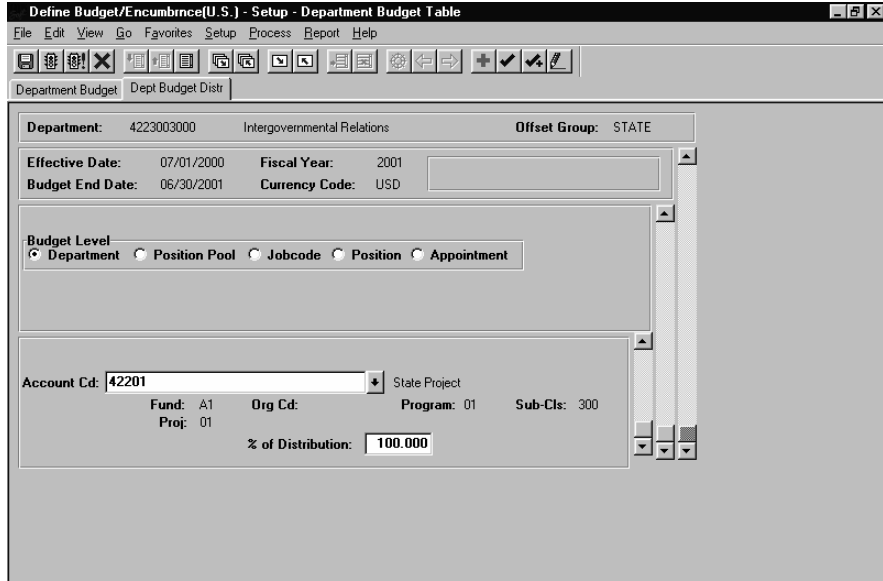
Check Results	

Step 4	Compare your Department Budget panel to the panel shown below: **DO NOT SAVE AT THIS POINT**
Expected Results:	Proceed to the next step.

Exercise 1 (continued)

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.

Step 6	Enter the following on the Dept Budget Distr panel: **Budget Level:** **Department** (system defaults to Department) **Account Cd:** **42201** STATE BASED PROJECTS **% of Distribution:** **100**
Expected Results:	Verify data is entered correctly.

Exercise 1 (continued)

Check Results	

Step 7	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	Department Account Code for the new Department is created.

Note: It's very important that you double-check your entries prior to saving.

Step 8	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 2 – Add Multiple Account Codes for a Department

Note:	Funding for a Department can come from more than one source. When that happens, the split funding appears in the Department Budget Table. Multiple Account Code entries must be made in the Department Budget Table until the percentage of Distribution equals 100.
Scenario:	In this exercise, the Department funding comes from two different sources. Your goal is to enter the new Department in the Department Budget Table using two different Account Codes.
Business Process:	**HRB0200-BUDG → Add a Department Account Code**

Step 1	**Select:** Go→Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→Department Budget Table→Department Budget → **Add**
Expected Results:	A dialog box displays.

Step 2	Enter the new Department (Org) in the dialog box: **Department:** Refer to your Data Entry Sheet **Click:** **OK**
Expected Results:	The Department Budget panel displays.

Exercise 2 (continued)

Step 3	Enter the following on the Department Budget panel: **Effective Date:** **07/01/2000** **Fiscal Year:** **2001** **Currency Code:** **USD** **Budget End Date:** **06/30/2001** (Last Day of the Fiscal Year) **Offset Group:** **T**his will always be **State**
Expected Results:	Verify data is entered correctly.

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below: **DO NOT SAVE AT THIS POINT**
Expected Results:	Proceed to the next step.

Exercise 2 (continued)

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.

Step 6	Enter the following on the Dept Budget Distr panel: **Budget Level:** **Department** **Account Cd:** **42201** STATE BASED PROJECTS **% of Distribution:** **75** **DO NOT SAVE AT THIS POINT**
Expected Results:	Verify data is entered correctly.

Step 7	**Click** on the **Inner Scroll Bar** and then **Insert a Row.** **This will add a second row at the Account Code level, displaying a blank Account Code field and a 0 in the % of Distribution field.**
Expected Results:	Blank Account Code field and % of Distribution fields display.

Exercise 2 (continued)

Step 8	Enter the following on the Dept Budget Distr panel: **Account Cd:** Refer to your Data Entry Sheet **% of Distribution:** **25**
Expected Results:	Verify data is entered correctly.

Related Issue	Double check both of your Dept Budget Distr panels before you save. If the % of Distribution does not equal 100%, the system will not save your entries and will display an error message. Find the entry error, correct it, and save again.

Exercise 2 (continued)

Check Results	

Step 9	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	First of two Account Codes entered.

Exercise 2 (continued)

Check Results	

Step 10	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	Second of two Account Codes entered.

Step 11	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 3 – Add a Position Override to the Department Budget Table

Note: Many times a company will have positions in a Department (Org) that are funded through different sources than the overall Department. To enter the funding source for such positions while retaining the positions in the Department, Phoenix uses Position Overrides.
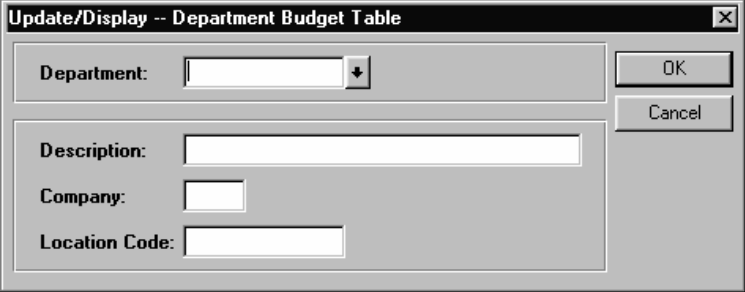
Adding a Position Override to the Department Budget Table is one of the more confusing entries in the HRMS system because a row must be inserted on two different panels: on the Department Budget panel (to add a new Effective Date) and on the Dept Budget Distr panel at the Department Level, to enter the Position Override.

If a row is not inserted at the Budget Level on the Dept Budget Distr panel, the Position Override will be added but the Department Account Code will be deleted. If the entry is not corrected prior to the nightly batch processes, the system will add a row for the Department Account Code using your company's Account Code from the Default Account Code Table or the first Account Code on your company's list in the Account Code Table.

Exercise 3 (continued)

Scenario: You have just been notified that effective 08/01/2000, one of the positions in the Department will be budgeted through a different funding source than the other positions. Your goal is to add the Position Override to the Department Budget Table.

Business Process: **HRB0300-BUDG → Add a Position Override to the Department Budget Table**

Step 1	**Select:** Go→ Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Department Budget Table→Department Budget → **Update/Display** ![Update/Display -- Department Budget Table dialog box with Department, Description, Company, and Location Code fields, and OK and Cancel buttons]
Expected Results:	A dialog box appears.

Step 2	Enter the following search criteria in the dialog box: **Department:** Refer to your Data Entry Sheet **Click:** **OK**
Expected Results:	The Department Budget panel displays.

Exercise 3 (continued)

Step 3	Ensure that the **cursor is in the Effective Date field** and then **Insert a Row**.
	Enter the following on the Department Budget panel:
	Effective Date: **08/01/2000** (This date should be at least one day greater than the effective date for the current row.)
	Budget End Date: **06/30/2001** (The last day of the Fiscal Year)
	Do not change the Currency Code or Offset Group fields. Verify Fiscal Year.
Expected Results:	A new data row is created. Verify data is entered correctly.

Related Issue	**Effective Date**
	In most cases, Central Support recommends using the 1st of the Month or the 1st of the Fiscal Year for the Effective Date. However, we realize that is not always possible. If that is the case, be sure to consider the Pay Begin and Pay End Dates of the affected payrolls and the Effective Dates used in other related tables.

Exercise 3 (continued)

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below:

DO NOT SAVE AT THIS POINT

Expected Results:	Proceed to the next step.

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.
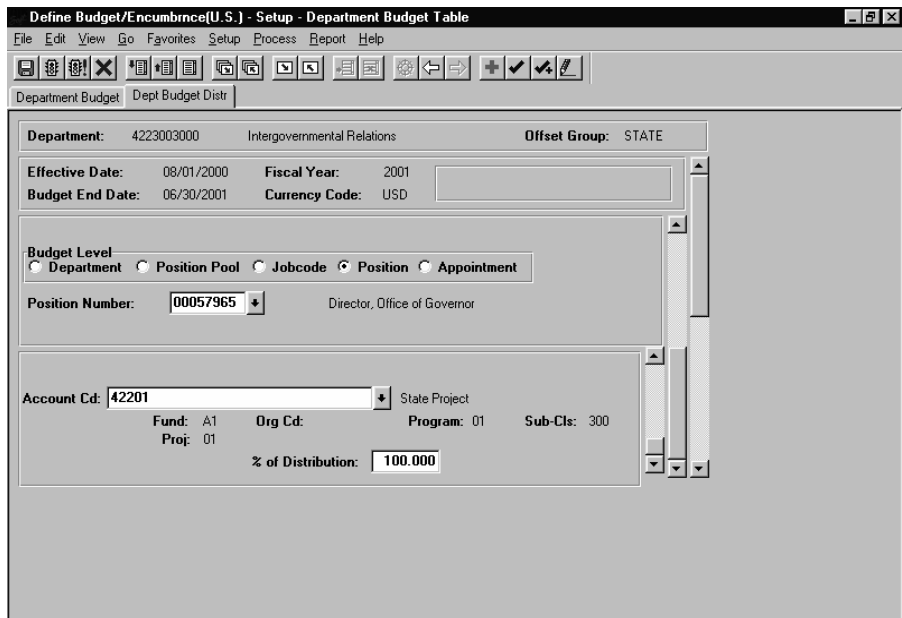
Exercise 3 (continued)

Note: The next step is **VERY CRITICAL**. If you omit this step, the Overall Department Account Code will be deleted.

Step 6	**Click** on the **Middle Scroll Bar** then on the **Insert a Row** icon.
	Turn on the Radio Button for **Position**.
	Position Number field displays, enter the following:
	Position Number: Refer to your Data Entry Sheet **Account Cd:** **42201** STATE BASED PROJECTS **% of Distribution:** **100**
Expected Results:	Verify data is entered correctly.
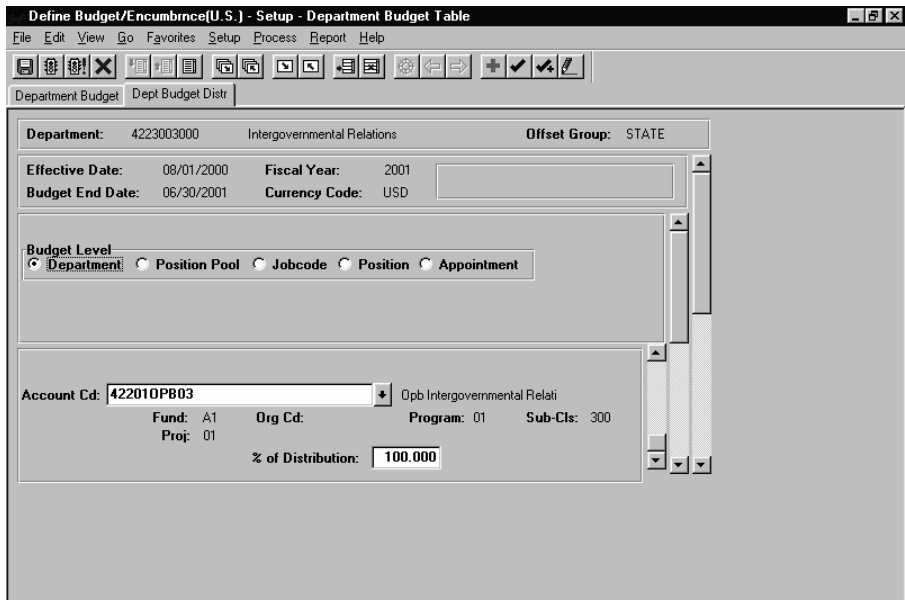
Related Issue	If you use the dropdown list to select the position number and the position does not appear on the list or the system does not accept the position when typed in, then there is probably an Effective Date problem. Compare the effective dates you are using in the Department Budget Table with the effective date in Position Data.
	If you have a similar problem when entering the Account Code in the Department Budget Table, check the effective dates used in the Account Code and Department Budget Tables. The system reads the Effective Date in the Department Budget Table first, and then finds the row of data in the Account Code Table that is in effect at that time (equal or prior to the effective date in the Department Budget Table).

Exercise 3 (continued)

Check Results	

Step 7	Compare your Dept Budget Distr panels to the panels shown below: Position Override row:
Expected Results:	Position Override is entered.

Exercise 3 (continued)

Check Results	

Step 8	Compare your Dept Budget Distr panel to the panel shown below: Department row:
Expected Results:	Department Account Code row <u>has not</u> been deleted.

Caution: **Before saving, it is critical to check for the row showing the Department Account Code.**

Step 9	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 4 – Add a Position Override using Multiple Account Codes

Note: Position Overrides can also be funded using more than one funding
                            source. The same logic used for multiple Department Account
                            Codes is used when adding multiple Account Codes for Position
                            Overrides.

Scenario: Effective 08/01/00, you have been notified that a position will be
                            funded using two different funding sources. Your goal is to add
                            the Position Override to the Department.

Business Process: **HRB0300-BUDG ➔ Add a Position Override to the**
                            Department Budget Table
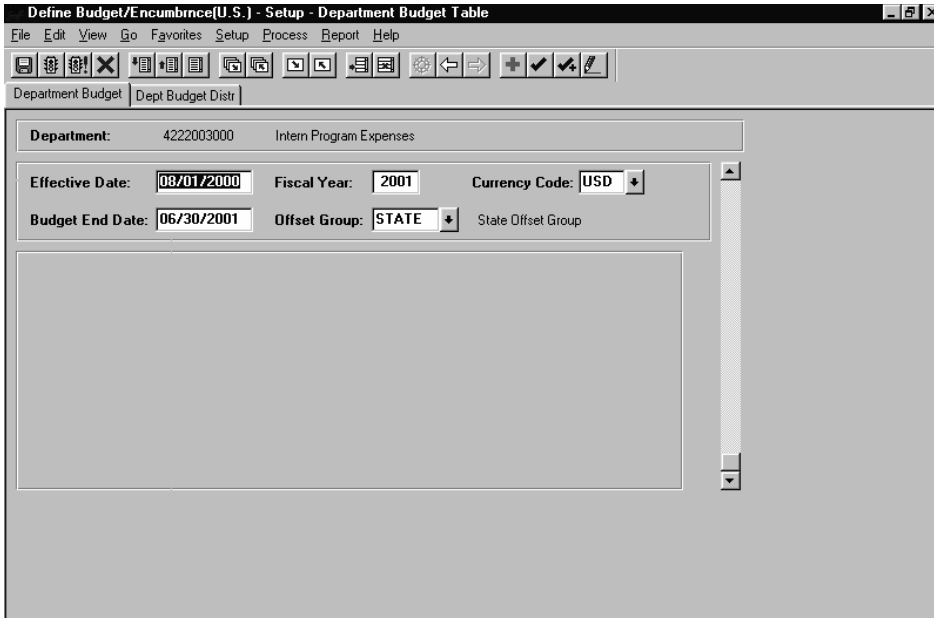
Step 1	**Select:** Go➔ Define Business Rules➔**Define Budget/Encumbrance (U.S.)** **Select:** Setup➔ Department Budget Table➔Department Budget➔ **Update/Display**
Expected Results:	A dialog box appears.

Exercise 4 (continued)

Step 2	Enter the following search criteria in the dialog box: **Department:** Refer to your Data Entry Sheet **CLICK:** **OK**
Expected Results:	The Department Budget panel displays.

Step 3	Ensure that the **cursor is in the Effective Date field** and then **Insert a Row**. Enter the following on the Department Budget panel: **Effective Date:** **08/01/2000** (This date should be at least one day greater than the effective date for the current row.) **Budget End Date:** **06/30/2001** (The last day of the Fiscal Year) Do not change the Currency Code or Offset Group fields. Verify Fiscal Year.
Expected Results:	A new data row is created.

Exercise 4 (continued)

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below:
DO NOT SAVE AT THIS POINT
Expected Results:	Verify data is entered correctly. Proceed to the next step.

Exercise 4 (continued)

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.

Note: The next step is **VERY CRITICAL**. If this step is omitted, the Department Account Code will be deleted.

Step 6	**Click** on the **Middle Scroll Bar** then on the **Insert a Row** 🗏 icon.
	Turn on the Radio Button for **Position**.
	Position Number field displays, enter the following:
	Position Number: Refer to your Data Entry Sheet **Account Cd:** **42201** STATE BASED PROJECTS **% of Distribution:** **50**
Expected Results:	Verify data is entered correctly. Proceed to the next step.
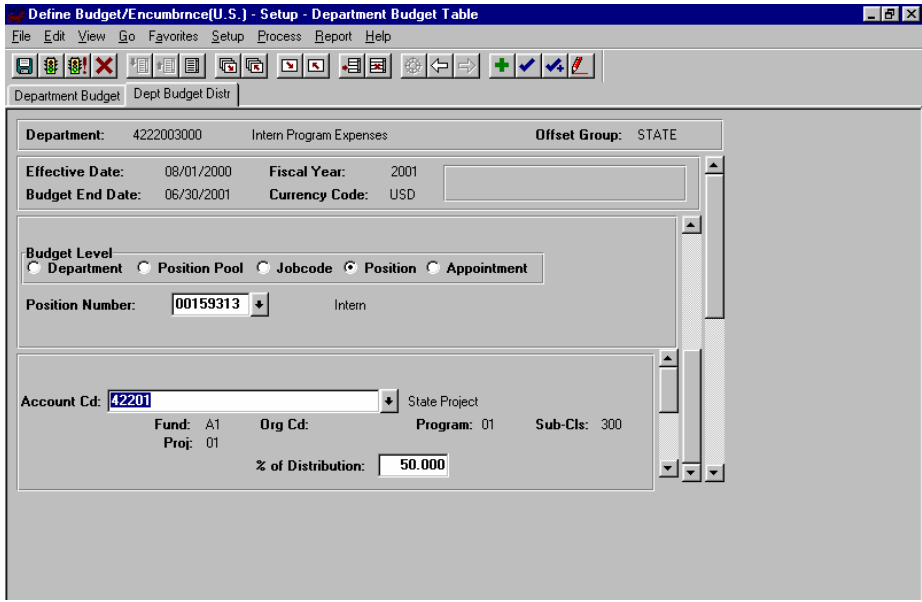
DO NOT SAVE AT THIS POINT. If you do attempt to save at this point, the system will give you an error message regarding the % of Distribution not being equal to 100%. Simply go to Step 7 and follow the remaining steps to complete the entry.

Step 7	**Click** on the **Inner Scroll Bar** then on the 🗏 **Icon** or press **F7**.
	This will add a second row at the Account Code level, displaying a blank Account Code field and a 0 in the % of Distribution field.
Expected Results:	Blank Account Code and % of Distribution fields display.
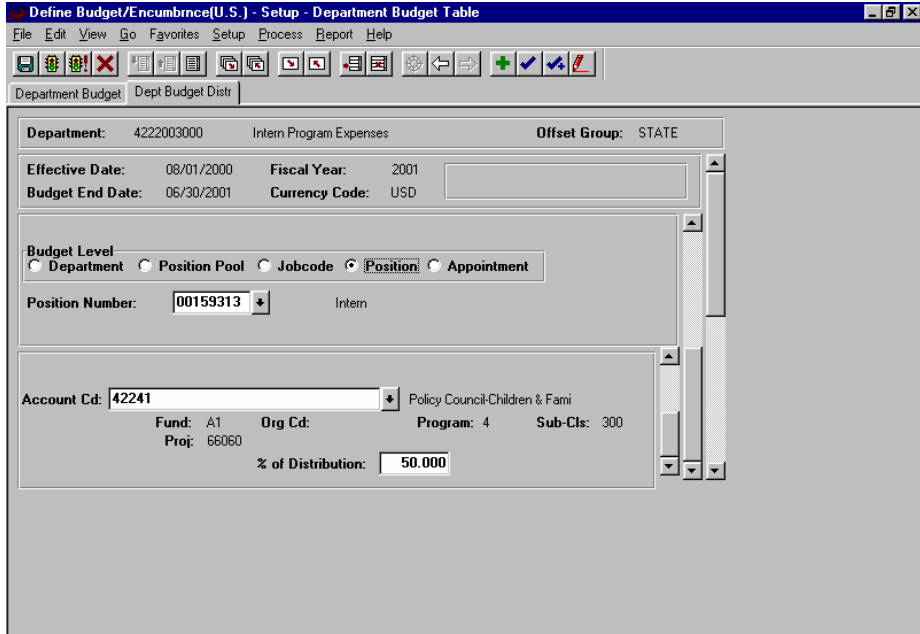
Exercise 4 (continued)

Step 8	Enter the following on the Dept Budget Distr panel:
	Account Cd: Refer to your Data Entry Sheet **% of Distribution:** **50**
Expected Results:	Verify data is entered correctly.
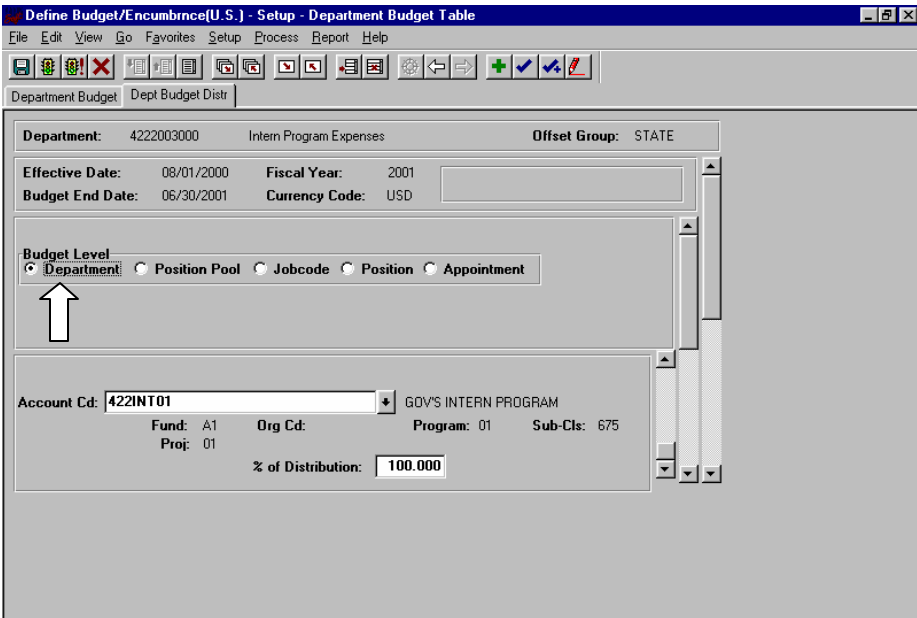
Before saving, compare all of the Dept Budget Distr panels for the 08/01/2000 Effective Date, to ensure correct data entry and that the Department Account Code has not been deleted.

Step 9	Compare your Dept Budget Distr panel to the panel shown below: Position Override:
Expected Results:	First of two Account Codes for the Position Override.

Exercise 4 (continued)

Check Results	

Step 10	Compare your Dept Budget Distr panel to the panel shown below: Position Override:
Expected Results:	Second of two Account Codes for the Position Override.

Exercise 4 (continued)

Check Results	

Step 11	Compare your Dept Budget Distr panel to the panel shown below: Department Account Code:
Expected Results:	The Department Account Code <u>has</u> <u>not</u> been deleted.

Step 12	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercises 5 - 8

FUNDING CHANGES FOR A DEPARTMENT OR POSITION(S) CONCEPTS

There are a number of questions to consider when funding changes for a Department or Position. Is the change permanent or a one-time change? Is the funding change for all the positions in the Department or for an individual position? Is the change to correct an error? Is the change for a position that changes funding every pay period? Is the change for an hourly position?

If the change is to be permanent, then making the change in the Department Budget Table is appropriate. If it is a one-time change, does it include all the positions in the department that are funded through the Department Account Code? If that is the case, then making the change in the Department Budget Table would involve the least amount of work, but you will have to remember to change the funding back to the original Account Code after payroll has been confirmed.

If you have to make a one-time change for an hourly position, you can accomplish that through the Rapid Pay Data Entry Panel or Labor Distribution (refer to following pages). This panel allows you to change the Department ID and/or Account Code and involves the least amount of work for this scenario.

If you have a one-time change to make for a regular salaried position, the Labor Distribution panel would be the appropriate place to make the change. The Labor Changes section on that panel will allow you to change any one of the ChartField values or to distribute the funding by percentage or hours. Entries to the Labor Distribution panel are made after payroll confirm and before you release it to the General Ledger.

If you have a position(s) that changes almost every pay period, then you should either make the changes through the Rapid Pay Data Entry or Labor Distribution. Continually making changes in the Department Budget Table will add an unnecessary number of rows to the Table and could possibly cause the system to time-out when accessing the Table. Also, when you use the Table to make one-time changes you have to remember to change the funding back to the original funding.

Whenever and however you make one-time funding changes to positions, be sure to consider all the possibilities before making the changes.

RAPID PAY DATA ENTRY OVERRIDES

An agency can override the hourly rate for a particular earnings if needed; or, if an agency would like to charge an earnings to a different department, account code, or position, the overrides can be accomplished using the Rapid Data Entry Process.

The processes would be as follows:

Step 1 Add the Batch Header as usual.

Step 2 Enter the Employee ID and Employee Record Number. Enter the appropriate earnings code and either the number of hours or amount you wish to pay.

Step 3 To pay a rate that is different than what is on Job Data, a user would enter the new rate in the field titled Hourly Rate. For example: an employee makes $7.00 an hour but you want to pay him/her $7.50 for work done on the weekend. You would enter the earnings code and number of hours in the top part of the panel and then $7.50 in the Hourly Rate field (Arrow #1). If the hourly rate needs to be changed when using the OTP earnings code, remember that the system automatically calculates the time and a half rate for you.

Step 4 To charge an earnings to a different department ID simply key in the earnings code, hours or amount in the top part and then the new department ID in the field titled DeptID (Arrow #2).

Step 5 To charge an earnings to a different account code, simply key in the earnings code, hours or amount in the top part and then the new account code in field titled Account Code (Arrow #3).

Step 6 To charge an earnings to a different position number, simply key in earnings code, hours or amount in top part and then the new position number in field titled Position Nbr (Arrow #4).

LABOR DISTRIBUTION PANEL

This panel is in Financials and is the last place to change funding before releasing Labor to the General Ledger. It is also the best place to make one-time funding changes or to make funding changes for positions that have frequent funding changes. Corrections are made here after payroll has confirmed.

Exercise 5 – Modify the Department Account Code and Add Multiple Position Overrides

Note: The next few exercises are to give you practice modifying existing entries and making multiple entries all on one effective dated row before you save.

Scenario: You have been notified that effective 09/01/00 the funding for a Department has changed. Also, two positions will be funded through sources other than the Department Account Code. Your goal is to modify the Department Account Code and add the two Position Overrides.

Business Processes: **HRB0210-BUDG → Modify a Department Account Code**
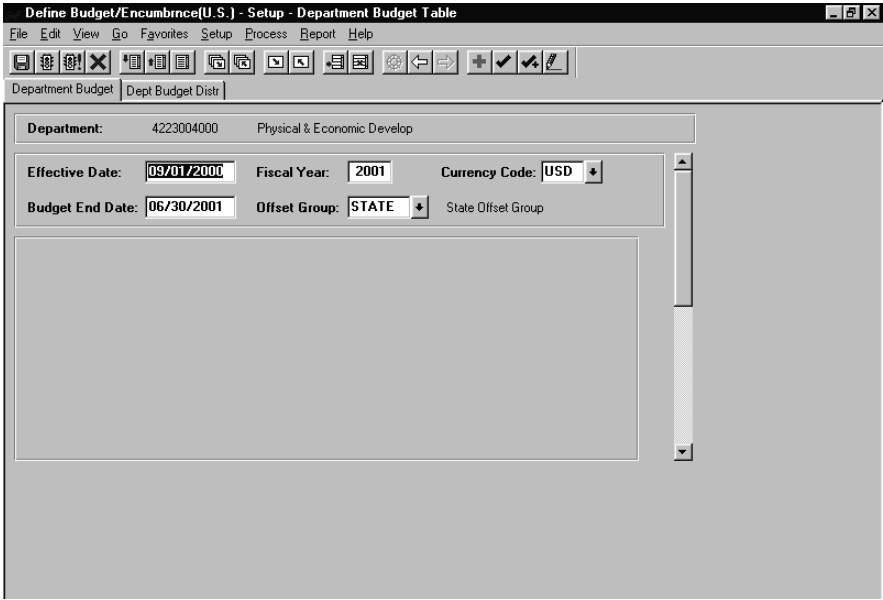   **HRB0300-BUDG → Add a Position Override to the Department Budget Table**

Step 1	**Select:** Go→ Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Department Budget Table→Department Budget → **Update/Display**
Expected Results:	A dialog box displays.

Exercise 5 (continued)

Step 2	Enter the following search criteria in the dialog box:
	Department: Refer to your Data Entry Sheet
	Click: **OK**
Expected Results:	The Department Budget panel displays.

Step 3	Ensure that the **cursor is in the Effective Date field,** and then **Insert a Row**.
	Enter the following on the Department Budget:
	Effective Date: **09/01/2000** (This date should be at least one day greater than the effective date for the current default.
	Budget End Date: **06/30/2001** (The last day of the Fiscal Year)
	Do not change the Currency Code or Offset Group fields. Verify Fiscal Year.
	This step copies up the current row and creates a new current row of data. Change the Effective Date and other data as necessary.
Expected Results:	Verify data is entered correctly.

Exercise 5 (continued)

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below:
	DO NOT SAVE AT THIS POINT
Expected Results:	A new row of data is created. Proceed to the next step.

Exercise 5 (continued)

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Dept Budget Distr panel is displayed.

Caution:
- **When you are <u>changing</u> or <u>deleting</u> data on the Dept Budget Distr panel, you <u>DO NOT</u> insert a row on the Dept Budget Distr panel.**
- **If you are <u>adding</u> data (a position override or additional account codes), then you <u>DO</u> insert a row on the Dept Budget Distr panel. Click on the middle scroll bar before inserting a row to add a new Position Override and click on the inner scroll bar before inserting a row to add additional Account Codes.**

Step 6	Using the **Middle Scroll Bar** if necessary, **locate the Budget Level that has the Department radio button turned on** (that is usually the first row that displays on the Dept Budget Distr panel).
	Tab down to the **Account Code** field and change the Account Code.
	Account Cd: Refer to your Data Entry Sheet **% of Distribution:** **100**
	DO NOT SAVE AT THIS POINT
Expected Results:	Verify data is entered correctly.

Exercise 5 (continued)

Check Results	

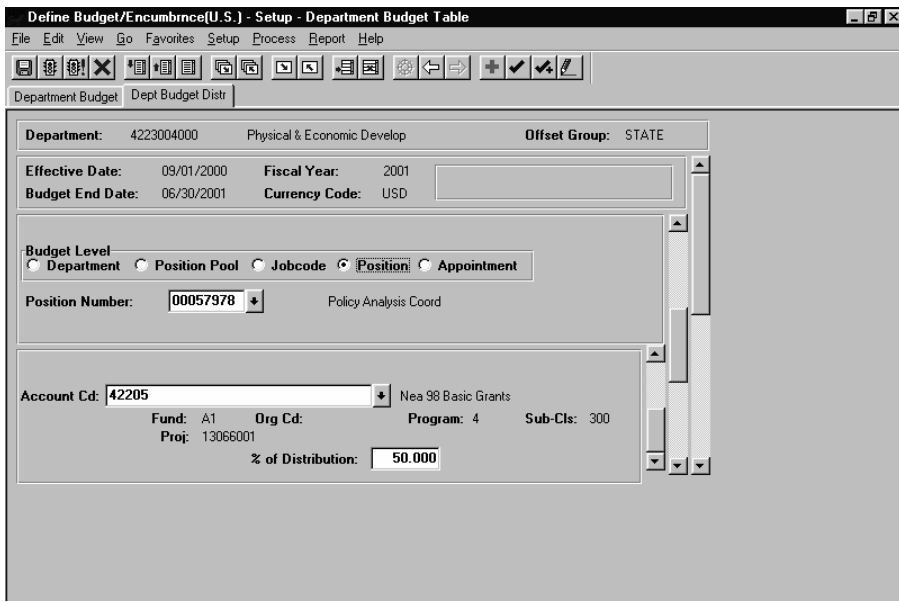|	
Step 7	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	A new Department Account Code has been entered. Proceed to the next step.

Exercise 5 (continued)

Now add the first Position Override, adding both Account Codes before proceeding to the second Position Override.
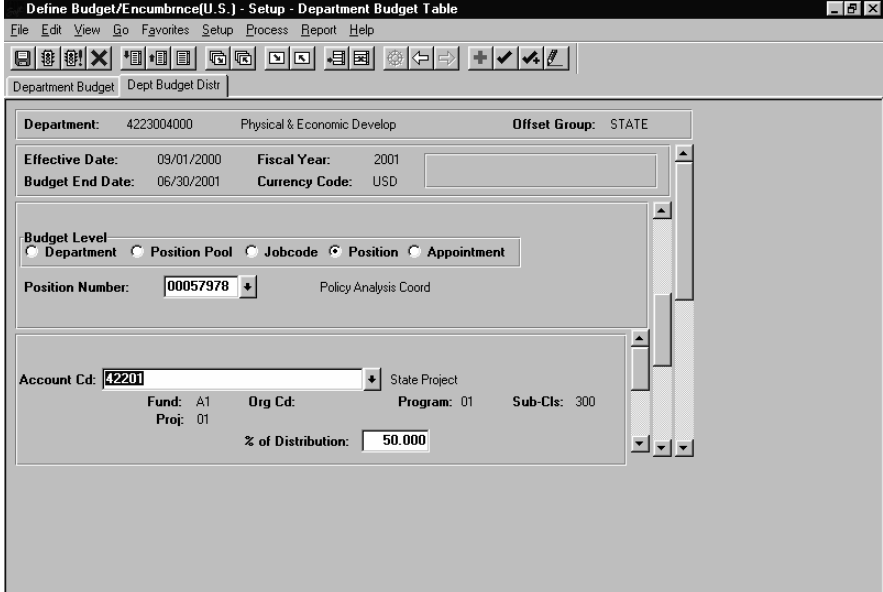
Step 8	**CRITICAL STEP:** **Click** on the **Middle Scroll Bar** (or tab down to the Budget Level), then **Insert a Row**. **Turn on** the Radio Button for **Position** Position Number field displays, enter the following: **Position Number:** Refer to your Data Entry Sheet **Account Cd:** **42201** STATE BASED PROJECTS **% OF DISTRIBUTION:** ....
Expected Results:	Verify data is entered correctly.

Step 9	**Click** on the **Inner Scroll Bar** and **Insert a Row**. **Account Cd:** Refer to your Data Entry Sheet **% of Distribution:** **50**
Expected Results:	Correct data entry.

Exercise 5 (continued)

Check Results	

Step 10	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	First of two Account Codes for the first Position Override entered. Proceed to the next step.

Exercise 5 (continued)

Check Results	

Step 11	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	Second of two Account Codes for the first Position Override entered. Proceed to the next step.

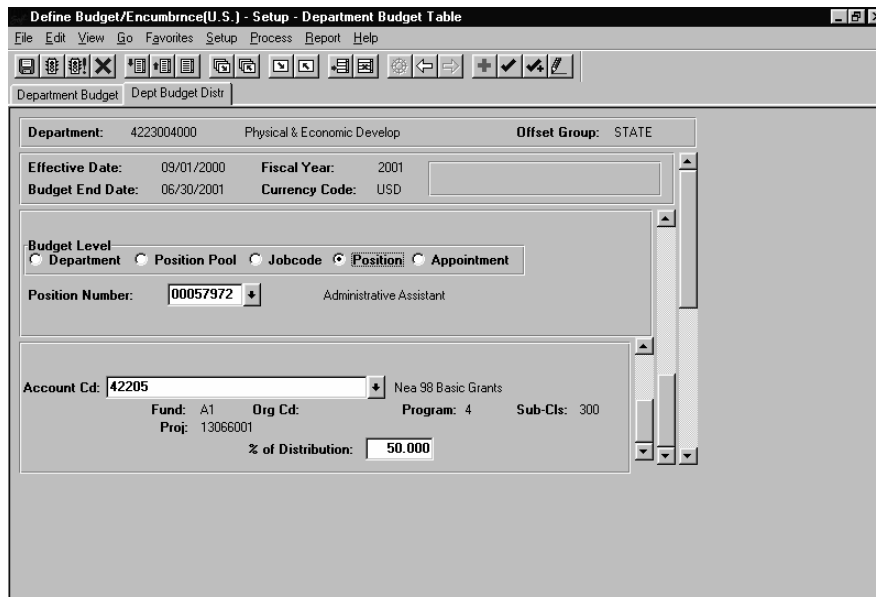**DO NOT SAVE AT THIS POINT.** You still have one more Position Override to add.

Exercise 5 (continued)

| Step 12 | **CRITICAL STEP: Click** on the **Middle Scroll Bar** (this places the cursor back at the Budget Level), then **Insert a Row**.

Turn on the Radio Button for **Position**

Position Number field displays, enter the following:
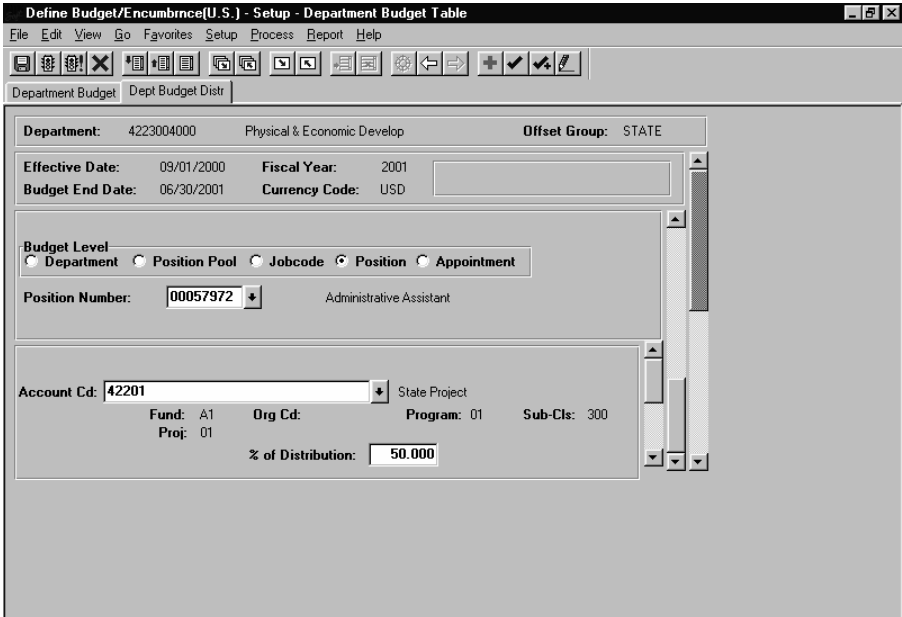
Position Number: Refer to your Data Entry Sheet
Account Cd: **42201** STATE BASED PROJECTS
% of Distribution: **50** |
|---|---|
| **Expected Results:** | Verify data is entered correctly. |

| Step 13 | **Click** on the **Inner Scroll Bar** and then **Insert a Row**.

Account Cd: Refer to your Data Entry Sheet
% of Distribution: **50** |
|---|---|
| **Expected Results:** | Verify data is entered correctly. |

Exercise 5 (continued)
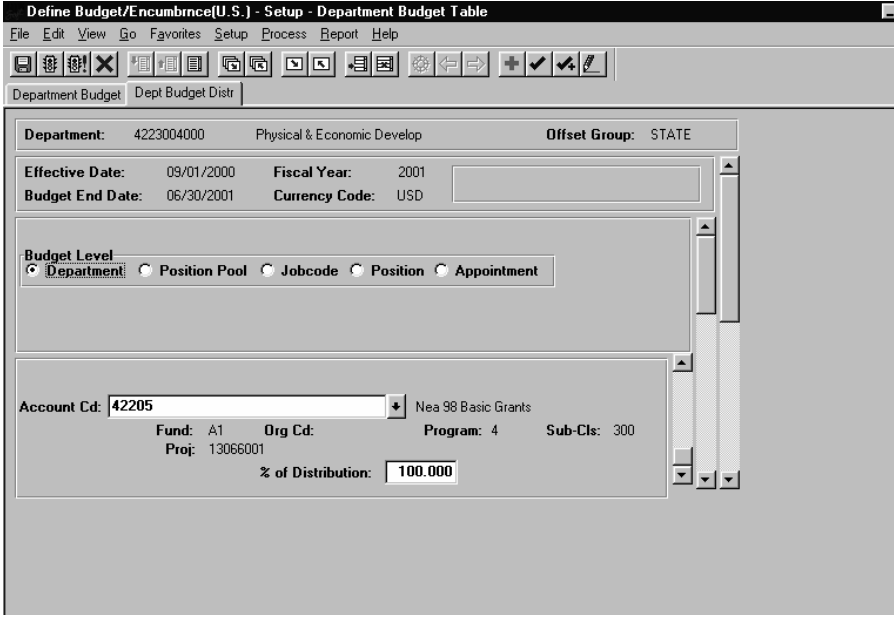
Check Results	

Step 14	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	First of two Account Codes for the second Position Override entered. Proceed to the next step.

Exercise 5 (continued)

Check Results	

Step 15	Compare your Dept Budget Distr panel to the panel shown below:
Expected Results:	Second of two Account Codes for the second Position Override entered.

Exercise 5 (continued)

Step 16	**Be sure to double check the Department Account Code panel to ensure that you did not delete it.**
Expected Results:	Be sure to review the Department Account Code panel to ensure that you did not delete it.

Step 17	**Review all panels before saving.**
	Click: 💾 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 6 – Change a Position Override Back to the Dept Account Code

Note:
When the funding changes for a Position Override, you need to determine if it is changing back to the Department Account Code or if it is something other than that. If it is the latter, you make the changes at the Account Code level after you have scrolled to the Position being changed. However, if the Position is to be funded using the Department Account Code then you scroll to the Position and delete the Position at the Budget Level (the system will then automatically use the Department Account Code for that position when payroll confirms).

Scenario:
Effective 09/01/2000 you are notified that one of your Position Overrides will now be funded through the Department Account Code. Your goal is to correctly remove the Position Override.

Business Processes:
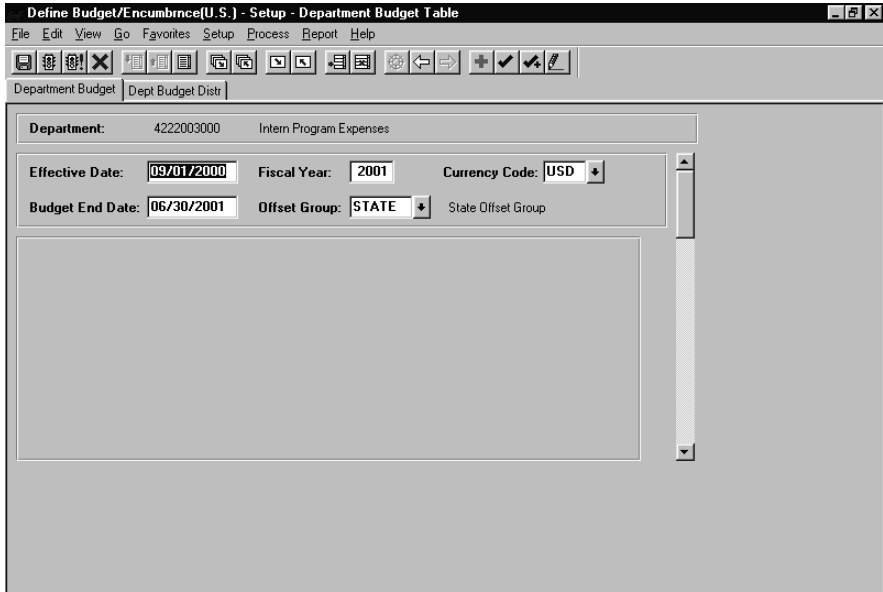**HRB0310-BUDG → Modify Position Overrides in the Department Budget Table**

Step 1	**Select:** Go→ Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Department Budget Table→Department Budget → **Update/Display**
Expected Results:	A dialog box displays.

Step 2	Enter the following search criteria in the dialog box: **Department:** Refer to your Data Entry Sheet **Click:** **OK**
Expected Results:	The Department Budget Table panel displays.

Exercise 6 (continued)

Step 3	Ensure that the **cursor is in the Effective Date field** and then **Insert a Row.** Enter the following on the Department Budget panel: **Effective Date:** **09/01/2000** (This date should be at least one day greater than the effective date for the current default.) **Budget End Date:** **06/30/2001** (The last day of the Fiscal Year) Do not change the Currency Code or Offset Group fields. Verify Fiscal Year**.**
Expected Results:	A new data row is created Verify data is entered correctly.

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below: **DO NOT SAVE AT THIS POINT**
Expected Results:	Proceed to the next step.

Exercise 6 (continued)

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.

Since you are deleting, not adding, data to this table you DO NOT insert a row. Instead, use the middle scroll bar to locate the position and then delete the position at the Budget Level (ensure that the cursor is in the Position field before you delete).

Step 6	**Click** on the **Middle Scroll Bar** to locate the **Position** that is changing.
	Position Number: Refer to your Data Entry Sheet
	With the cursor in the Position Number field, **Click** on the **Delete a Row Icon**
	Click on **Yes**
Expected Results:	Verify data is entered correctly.

Exercise 6 (continued)

Step 7	**Be sure that the cursor is in the Position field before you delete.** See below:
Expected Results:	The Position Override is deleted from the table.

Step 8	**Click:** 💾 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 7 – Modify Department Account Codes

Scenario: You have been notified that the funding for a Department has changed. It currently is split between two different funding sources and will change to just one funding source effective 10/01/00.

Business Processes: **HRB0210-BUDG → Modify a Department Account Code**
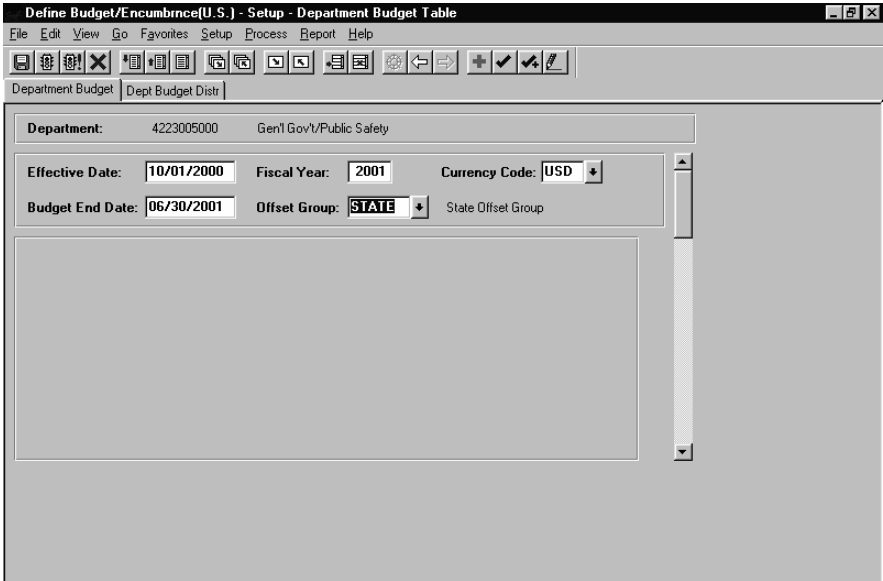
Step 1	**Select:** Go→Define Business Rules→**Define Budget/Encumbrance (U.S.)** **Select:** Setup→ Department Budget Table →Department Budget → **Update/Display**
Expected Results:	A dialog box displays.

Exercise 7 (continued)

Step 2	Enter the following search criteria in the dialog box:
	Department: Refer to your Data Entry Sheet
	Click: **OK**
Expected Results:	The Department Budget panel displays.

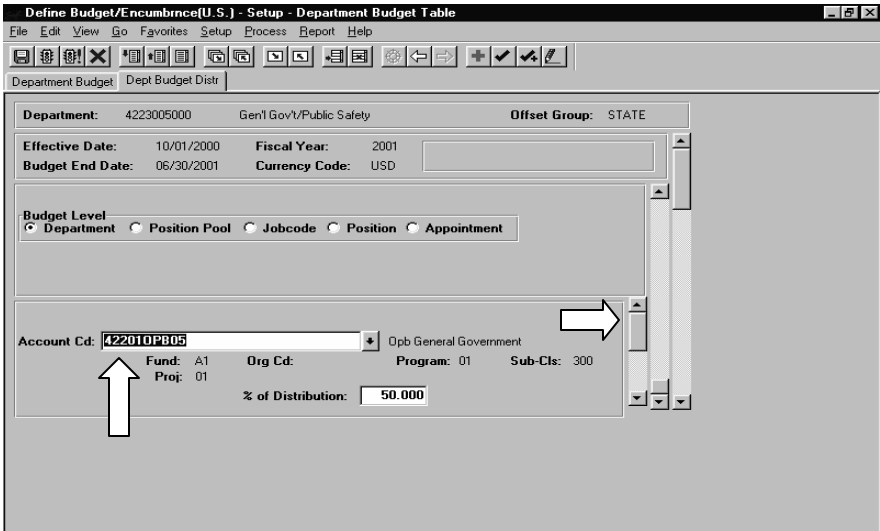| Step 3	Ensure that the **cursor is in the Effective Date field** and then **Insert a Row.**
	Enter the following on the Department Budget:
	Effective Date: **10/01/2000** (This date should be at least one day greater than the effective date for the current default.
	Budget End Date: **06/30/2001** (The last day of the Fiscal Year)
	(Do not change the Currency Code or Offset Group fields. Verify Fiscal Year.)
Expected Results:	Verify data is entered correctly.

Exercise 7 (continued)

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below:
	DO NOT SAVE AT THIS POINT
Expected Results:	Proceed to the next step.

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Dept Budget Distr panel is displayed.

Exercise 7 (continued)

**Remember, when <u>changing</u> or <u>deleting</u> data on the Dept Budget Distr panel,
<u>DO NOT</u> insert a row at the Budget Level.**

Step 6	If necessary, use the **Middle Scroll Bar** to locate the Budget Level **Department** (which is usually the first row that displays). **Using the Inner Scroll Bar locate the Account Code that needs to be deleted.** **Account Cd:** Refer to your Data Entry Sheet **Click** on the **Delete a Row Icon** or **F8**. **Click** on **Yes**
Expected Results:	Verify data is entered correctly.

Exercise 7 (continued)

Check Results	

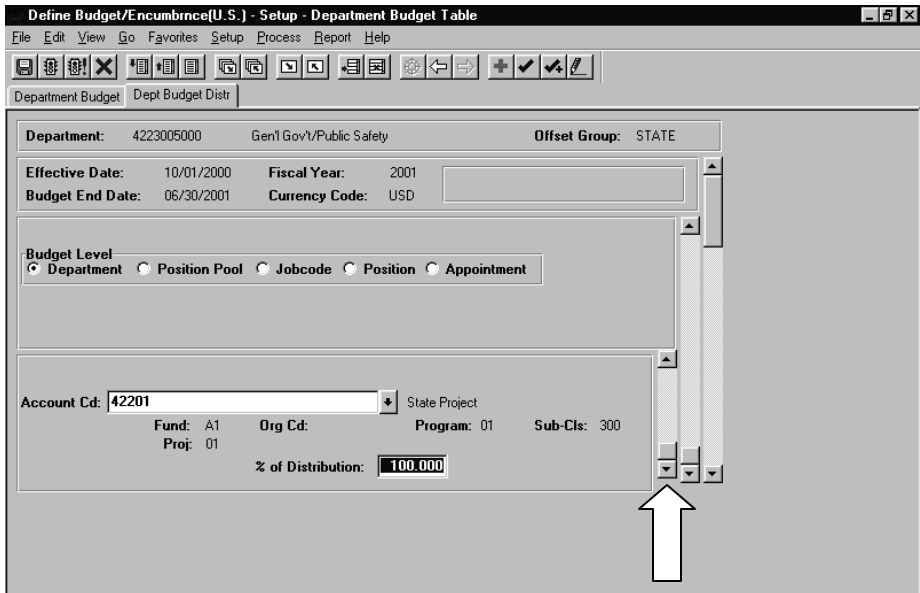| Step 7	Compare your Dept Budget Distr panel to the panel shown below:
	Delete the row at the Account Code level after using the Inner Scroll Bar to select the Account Code.
	DO NOT SAVE AT THIS POINT.
Expected Results:	Proceed to the next step.

Exercise 7 (continued)

Now change the % of Distribution for the other Account Code(s). The total % of Distribution must equal 100%, or you will receive an error message when you try to save.

Step 8	You should now have only one row of data at the Account Code level.
	Account Cd: **42201 State Project** should be the remaining Acct Code
	% of Distribution: **100**
Expected Results:	Verify data is entered correctly.

Exercise 7 (continued)

Check Results	

Step 9	Compare your Dept Budget Distr panel to the panel shown below: Notice how the elevator button on the inner scroll bar has changed.
Expected Results:	The Department Account Code has been modified.

Step 10	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 8 – Change a Position Override back to the Department Account Code and Change the funding for a second Position Override

Note: When the funding changes for a Position Override, determine if it is changing back to the overall Department Account Code or if it is something other than the Department Account Code. If it is the latter, make the changes at the Account Code level after you have scrolled to the Position being changed. However, if the position is to be funded using the Department Account Code, scroll to the Position and delete it at the Budget Level.

Scenario: Effective 10/01/00, you are notified that one of your Position Overrides will be funded through the same funding source as the overall Department. Another Position Override will have a new funding source that is not the Department Account Code. Your goal is to correctly enter the changes for both Position Overrides.

Business Processes: **HRB0310-BUDG ➔ Modify Position Overrides in the Department Budget Table**

Step 1	**Select:** Go➔ Define Business Rules➔**Define Budget/Encumbrance (U.S.)** **Select:** Setup➔ Department Budget Table➔Department Budget ➔ **Update/Display**
Expected Results:	A dialog box displays.
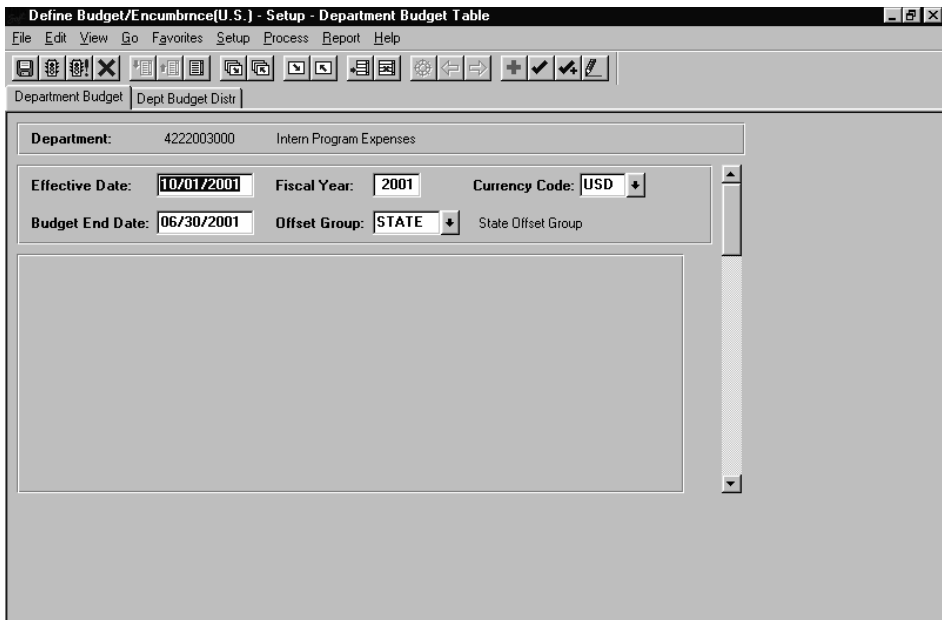
Exercise 8 (continued)

Step 2	Enter the following search criteria in the dialog box:
	Department: Refer to your Data Entry Sheet
	Click: **OK**
Expected Results:	The Department Budget Table panel displays.

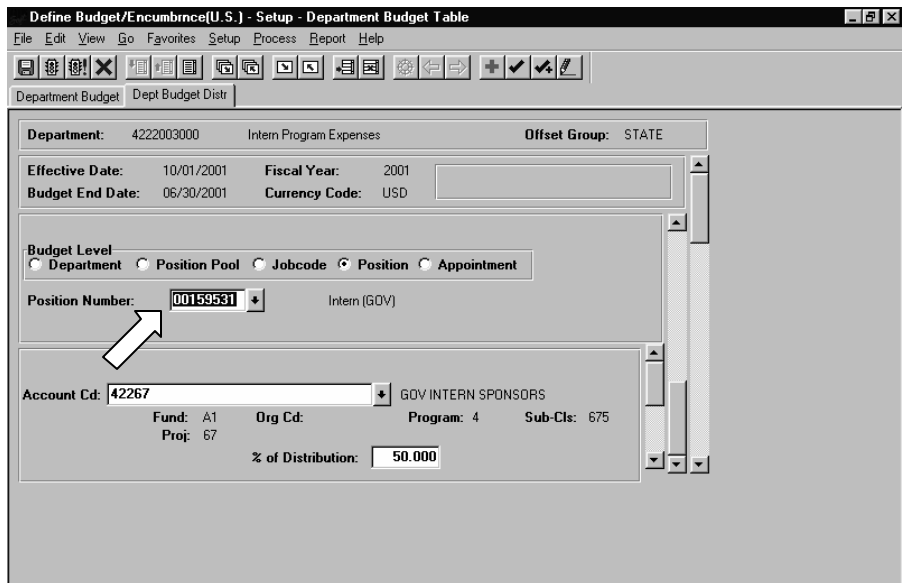| Step 3	Ensure that the **cursor is in the Effective Date field** and then **Insert a Row.**
	Enter the following on the Department Budget panel:
	Effective Date: **10/01/2000** (This date should be at least one day greater than the effective date for the current default.)
	Budget End Date: **06/30/2001** (The last day of the Fiscal Year)
Expected Results:	A new data row is created. Verify data is entered correctly.

Exercise 8 (continued)

Check Results	

Step 4	Compare your Department Budget panel to the panel shown below:
	DO NOT SAVE AT THIS POINT
Expected Results:	Proceed to the next step.

Step 5	**Click** on **Dept Budget Distr** tab or press **F2**.
Expected Results:	The Department Budget Distr panel is displayed.

Exercise 8 (continued)

Remember that you are deleting and changing, not adding, positions to this time so you DO NOT insert a row at the Budget Level on this panel. Use the middle scroll bar to locate the position that is changing and then make the necessary changes and/or deletions.

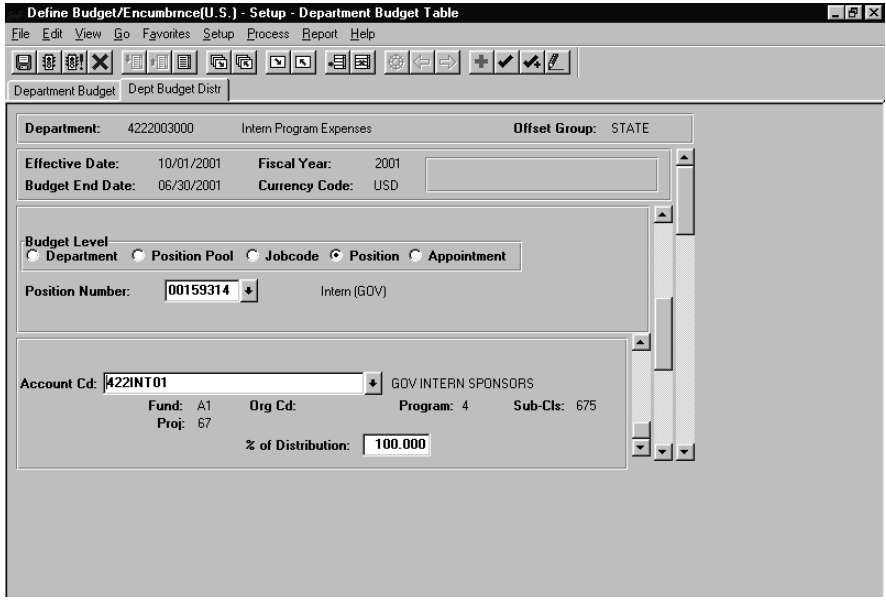| Step 6	**Click** on the **Middle Scroll Bar** to locate the **Position** that is changing.
	Position Number: Refer to your Data Entry Sheet
	With the cursor in the Position Number field, **Click** on the **Delete a Row Icon.**
	Click on **Yes**
Expected Results:	You have deleted the Position Override and moved its funding back to the Department Account Code.

Step 7	Locate the position and delete the row at the position level.
Expected Results:	The Position Override deleted. Proceed to the next step.

Exercise 8 (continued)

Step 8	Use the **Middle Scroll Bar**, if necessary, to locate the **Position** that you are changing. **Position**: Refer to your Data Entry Sheet
Expected Results:	The correct Position has been located. Proceed to the next step .

Step 9	**Tab** down to the **Account Code** field and type in the new Account Code. **Account Cd:** Refer to your Data Entry Sheet Verify that the % of Distribution is correct.
Expected Results:	Verify data is entered correctly.

Exercise 8 (continued)

Check Results	

Step 10	Compare your Department Budget panel to the panel shown below:
Expected Results:	Account Code for the Position Override is changed.

Step 11	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

E. SUMMARY AND REVIEW

| Activity	Materials	
LECTURE	GUIDE	FLIPCHART

Objectives

1. Describe the flow of data through the HRMS system
2. Create a Department (Org) in the HRMS system
3. Add and Modify Department Account Codes
4. Describe a Position Override
5. Add and Modify Position Overrides

Discuss the following questions

1. What does the Department Budget Table do?

2. What needs to take place <u>before</u> a new Department can be added to the Department Budget Table?

3. What are the 3 ways to add a Department Account Code? What is the best method to use? Why?

4. What is the difference between the Account Code Table and Default Account Code Table?

5. When is the Default Account Code Table used? Who uses it?

6. What do you do when you have a position that is funded through a source other than the Department Account Code?

SUMMARY AND REVIEW (continued)

7. What is the critical step to consider when entering a Position Override?

8. Do you insert a row on the Dept Budget Distr panel when you want to change an Account Code for either the Department Account Code or an existing Position Override? How do you change the Account Code?

9. You have a new Department, effective 6/1/01, and it includes some positions that are on a lag payroll (5/20 – 6/5 pay period begin and end dates). What date do you want to use when you setup the Department? Who automatically pushes back the effective date for you? If you are also creating new positions at the same time, what effective date do you use in Position Data if they are going to be Position Overrides in the Dept Budget Table?

10. You are trying to enter a position override but the position does not appear in the dropdown list in the Department Budget Table. Where do you look for a possible error?

11. If a position's funding is incorrect when it flows through to Labor Distribution, where would you look for possible errors?

12. What are the three processes used to make one-time funding changes?
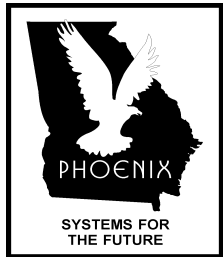
Phoenix End-User Training

SECTION 3:
PERSONAL SERVICES PROJECTION

PARTICIPANT GUIDE

Section Contents

PERSONAL SERVICES PROJECTION

A. INTRODUCTION

Personal Services Projection

Welcome to the Personal Services Projection section. This section contains the tools needed to learn all concepts and procedures involved in the Personal Services Projection section.

Goal: To acquire an overall understanding of how to budget positions and request the Personal Services Projection.

Objectives:
1. Budget Positions
2. Unbudget a Position
3. Order a Personal Services Projection

B. BUSINESS PROCESSES

Activity	Materials	
LECTURE	GUIDE	FLIPCHART

　　　　HR0400-BUDG - Position Budget Information
　　　　HR0600-BUDG - Budget Projection Request

C. CONCEPTS
PERSONAL SERVICES PROJECTION

Two reports provide projections for personal services and fringes expenses (Current Year and Next Fiscal Year). Current Year includes the actual YTD total expenses plus a projection of personal services and fringes for the remainder of the year. Next Fiscal Year provides a full year projection. Budgeting the position and requesting the report are both accomplished by accessing HRMS Manage Positions.

A position must first be budgeted by adding a Budget Begin Date to the **Posn Budget Info** panel; but a position does not have to be encumbered to appear on the Personal Services Projection. The salary and retirement for the vacant positions can be manipulated as needed to give a more realistic picture of what the personal services and fringes expense for vacant positions will be. To remove a position from this projection, you may either enter a Budget End Date or delete the Budget Begin Date on the panel. Central Support recommends deleting the Budget Begin Date.

The Personal Services Projection report is ordered through a process panel called **Budget Projection Parameters**. You can order current fiscal year data, next fiscal year data, or both, and there are a number of selections that allow you some latitude in manipulating the data. Some of those selections include percentage increase of salary and fringes over a designated number of months; different report levels (Cost Center, Function, Sub-Function); different page break levels and even a choice of Financial Tree selection.

The accuracy of the date entered in the **Last Pay Period Date** field is critical to the accuracy of the projection. That date should reflect the last pay period that has been confirmed, which is four business days prior to the paycheck issue date.

The system is designed to add one day to the Last Pay Period Date entered when reading Job Data. This will give a more accurate projection by including those salary changes effective after the Last Pay Period Date. For example, when entering the Last Pay Period Date of 11/30 the system will include any salary changes in Job Data as of 12/01 for projecting the remainder of the fiscal year.

The fields for budgeting a position and ordering a Personal Services Projection will be discussed in depth as we continue with the exercises.

D. EXERCISES

Exercise 1 – Budget Positions

Note: Once a position has been created, the budget information needs to be associated
with the position. This is the step that adds a position to the Budget Projection
Report (Personal Services Projection).

Scenario: Your goal is to associate the budget information for some of the
positions used in the previous exercises.

Business Processes: **HR0400-BUDG → Position Budget Information**
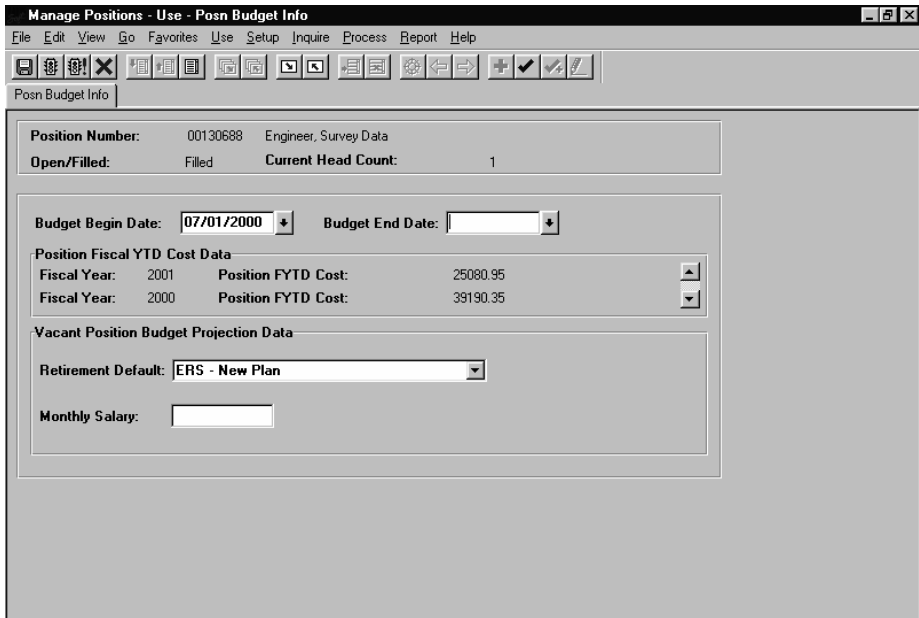
Step 1	**Select:** Go➜Develop Workforce➜**Manage Positions** **Select:** Use➜ **Posn Budget Info**
Expected Results:	A dialog box displays.

Step 2	Enter the following:	
	Position Number:	Refer to your Data Entry Sheet
	Click:	**OK**
Expected Results:	The Position Budget Info panel displays.	

Exercise 1 (continued)
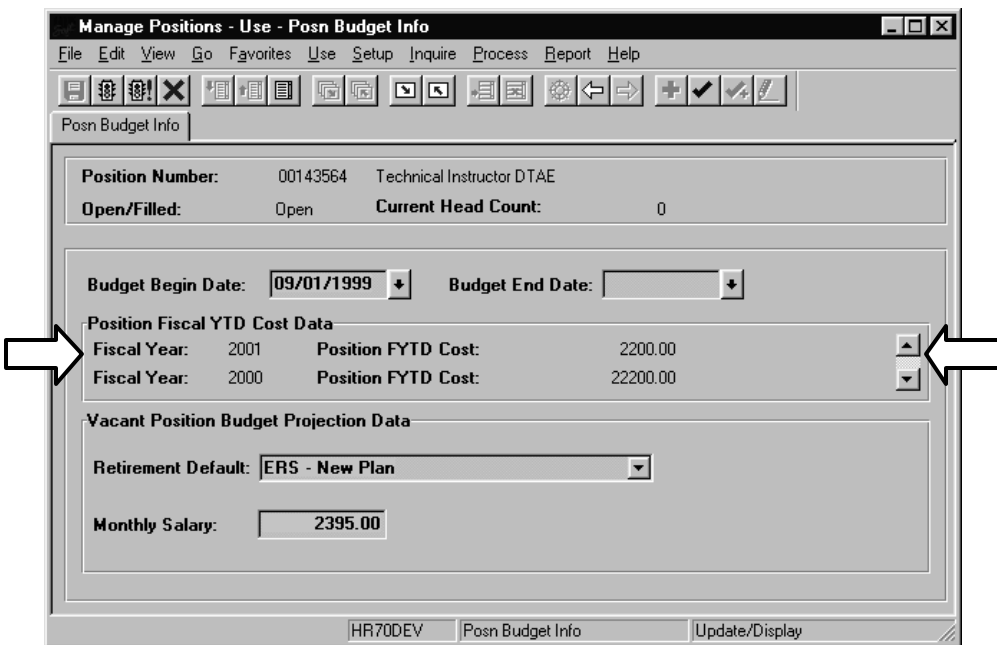
Step 3	Enter the following in the Position Budget Info panel: **Budget Begin Date:** **07/01/2000** **Budget End Date:** Leave Blank (unless the position becomes unbudgeted) **Note: Central Support does not recommend populating the Budget End Date field even when a position becomes unbudgeted. Instead, leave it blank when you budget a position, and delete the Budget Begin Date when you want to unbudgeted a position.** <u>**Vacant Position Budget Projection Data:**</u> **Retirement Default:** Accept ERS New Plan **Monthly Salary:** Leave Blank
Expected Results:	Verify data is entered correctly.

Related Issues	<u>**Vacant Position Budget Projection Data**</u> These fields should only be populated when you want to budget a vacant position and you expect to fill that position using a Retirement System other than ERS-New Plan (the system default) or a Monthly Salary other than Step 1 of the salary grade assigned to the job.

Exercise 1 (continued)

Check Results	

Step 4	Compare your panel to the panel shown below:
Expected Results:	Position has been budgeted.

Step 5	**Click:** 💾 to save.
Expected Results:	The new information is saved.

Exercise 1 (continued)

| Step 6 | Since we are going to use the same panel, **Click** on the **Blue Check** (**Update/Display**) **Icon** to enter the next position.

Repeat Steps 3 and 6 to associate the other two positions. |
| --- | --- |
| **Expected Results:** | Verify data is entered correctly. |

| Related Issues | The Posn Budget Info panel also provides additional information that is a useful tool for both Human Resources and Budget personnel.

This panel provides **Fiscal YTD Cost Data** (left arrow below), including fringes, for any given position beginning with fiscal year 2000. Companies will be able to view the cost of a position from year to year simply by accessing this panel and using the scroll bar (right arrow below) to view each year.

 |
| --- | --- |

Exercise completed.

Exercise 2 – Unbudget a Position

Scenario: The Budget Office wants a position removed from the Personal
                                      Services Projection. Your goal is to remove the position from the
                                      next Personal Services Projection.

Business Processes: **HR0400-BUDG → Position Budget Information**
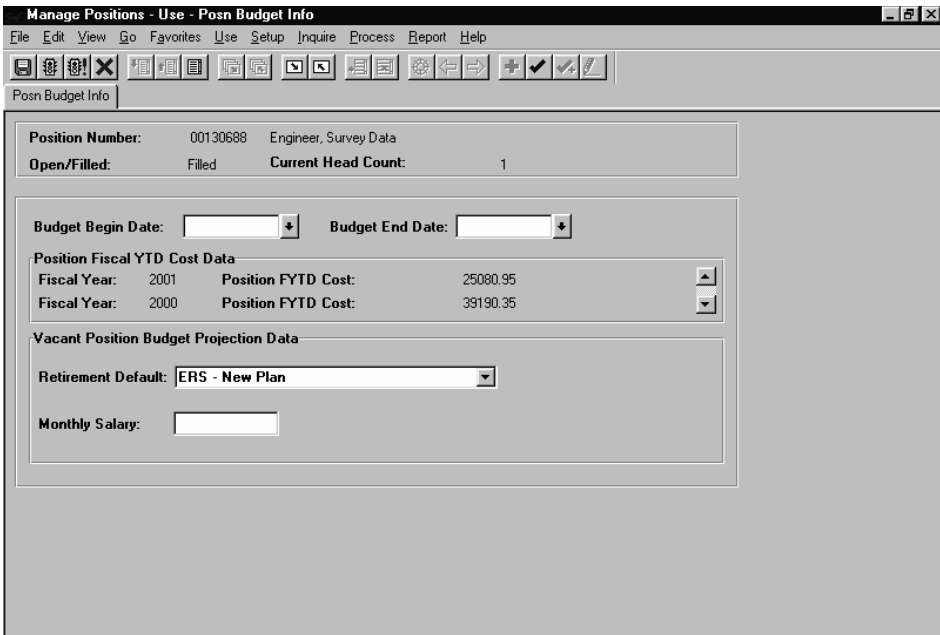
Step 1	**Select:** Go→ Develop Workforce→**Manage Positions** **Select:** Use→ **Posn Budget Info**
Expected Results:	A dialog box displays.

Step 2	Enter the following:
	Position Number: Refer to your Data Entry Sheet
	Click: **OK**
Expected Results:	The Position Budget Info panel displays.

Exercise 2 (continued)

Step 3	Enter or delete the following in the Position Budget Info panel:
	There are two methods to remove a position from the Personal Services Projection:
	• Delete the **Budget Begin Date** **OR**
	• Enter a **Budget End Date**
	Note: **Central Support recommends that you do not populate the Budget End Date field even when a position becomes unbudgeted. Instead, leave it blank when you budget a position, and delete the Budget Begin Date when you want to unbudgeted a position.**
	Vacant Position Budget Projection Data:
	Retirement Default: Accept ERS New Plan
	Monthly Salary: Leave Blank
Expected Results:	Verify data is entered correctly.

Exercise 2 (continued)

Step 4	Compare your panel to the panel shown below:
Expected Results:	Position has been unbudgeted.

Step 5	**Click:** 🖫 to save.
Expected Results:	The new information is saved.

Exercise completed.

Exercise 3 – Budget Projection Request

The Budget Projection Request produces your Personal Services Projection (BGxxx0200).

Scenario:	The Budget Office needs a Personal Services Projection for the current and next fiscal years using the BCM_ORG tree. They want the report by Cost Center and by Function, both at the Organization level. Your goal is to order the report as requested.
Note:	The Budget Projection Report is based on the last **confirmed** pay period**.**
Business Process:	**HR0600-BUDG ➔ Budget Projection Request**

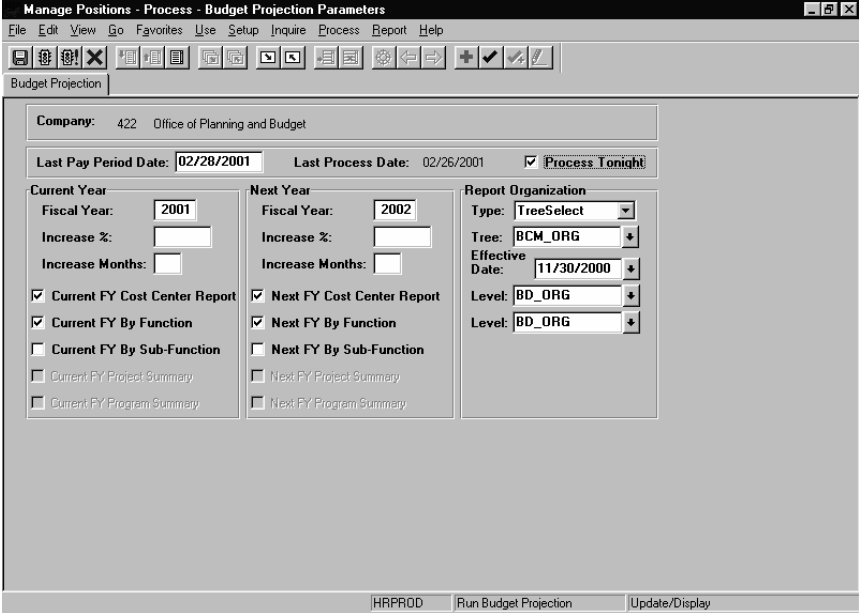| Step 1	**Select:** Go➔Develop Workforce➔**Manage Positions** **Select:** Process➔ Budget Projection Parameters ➔ **Update/Display** **Note: Use the Add mode for class.**
Expected Results:	A dialog box displays.

Exercise 3 (continued)

Step 2	Enter the following search criteria in the dialog box: **Company:** **422** (the 3-digit Company Number) **Click:** **OK**
Expected Results:	The Run Budget Projection panel displays.

Step 3	In the Production environment you will enter pertinent data and make your selections, turn on Process Tonight, and then **SAVE THE PANEL**. The report will run that night and will be available in Document Direct the next day.
Expected Results:	The new information is saved.

Exercise 3 (continued)

Step 4	This is a sample **Budget Projection Request** panel.
	Each field on this panel is discussed below.
Expected Results:	The Personal Services Projection has been requested.

Last Pay Period Date – This should be the **date of the last confirmed payroll**. You need to be very careful when entering this date because for most agencies payroll is confirmed four business days prior to the paycheck issue date; and if you do not consider that, the projection could be incorrect.

For example: The 03/15/01 (Thursday) payroll was confirmed on Friday, 03/09/01. If you requested a current year projection on or after 03/09/01, and before the next payroll confirm, you should have used 03/15/01 as the Last Pay Period Date. If you did not, the 03/15/01 payroll was included twice in the projection – once in the actual Fiscal YTD total and once in the projection for the remainder of the fiscal year.

Exercise 3 (continued)

Process Tonight – When this check-box is turned on, your Personal Services Projection will process overnight and will be available the next day through Document Direct. This feature allows you to set-up your parameters ahead of time and then turn-on the check-box at a later date.

Current Year/Next Year – As you begin to build the Current Year, the system begins to build the Next Year for you by adding the next fiscal year. However, the Next Year projection will only be created if you turn-on one of the check-boxes in the Next Year column.
- **Fiscal Year** – enter the current fiscal year.
- **Increase %** - this allows you to factor in a % increase for a designated period, which is a useful tool when making projections that include performance based increases.
- **Increase Months** – enter the number of months to factor in the % increase.

Report Type – You can select the following three reports:
- Cost Center   (sorts by position)
- Function   (sorts by job title)
- Sub-Function   (sorts by job title)

Report Organization – In this column you will select the Financial Tree, the Tree Effective Date, and the page break level.
- **Tree** – The most requested tree is the BCM_ORG but some agencies have had Financials build an additional tree called RPT_ORG which is organized per their requirements.
- **Tree Effective Date** – If you use today's date, the system will read the most current Financial tree.
- **Level** – The level tells the system where to do page breaks and calculate totals. The four levels on the BCM_ORG tree are All, Appropriation, Organization, and Detail. The levels on the reporting tree (RPT_ORG) depend on how the agency has the tree set-up.

Step 5	SAVE THE PANEL. **Do not run the process.** The Report will run that night and will be available through Document Direct the next day.
Expected Results:	The Personal Services Budget Projection Report has been requested.

Exercise completed.

E. SUMMARY AND REVIEW

| Activity	Materials	
LECTURE	GUIDE	FLIPCHART

Objectives:

1. Budget Positions
2. Unbudget a Position
3. Order a Personal Services Projection

Discuss the following questions:

1. What is the Position Budget Info panel used for?

2. How do you remove a position from the Personal Services Projection?

3. What date is used in the Last Pay Period Date field on the Budget Projection Request panel?

4. How can a payroll inadvertently be added to the Personal Services Projection twice?

5. If the date is March 9th and Central Support is confirming the payroll for March 15th tonight, what date are you going to use for the Last Pay Period Date if you order a projection tonight?

PHOENIX

SYSTEMS FOR
THE FUTURE
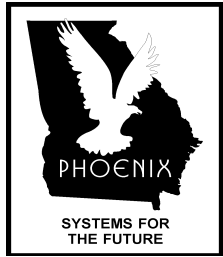
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APPENDIX
ANSWERS TO SECTION QUESTIONS

PARTICIPANT GUIDE

ANSWERS TO SECTION REVIEW QUESTIONS

Section 1: Account Codes

1. The Account Code Table is a "holding file" for the ChartField values that are used to expense personal services and fringes in Financials.

2. The system checks the SetID, Project/Grant, Program, Sub-Class, and Fund Code against the Financial Org Tree to ensure that they are valid ChartField values. The system also checks for duplicate combinations of Chartfield values.

3. The recommended naming convention for an Account Code is to keep them as generic as possible. They can be up to 25 alphanumeric characters.

4. Account Codes should be generic so they can be reused as funding changes.

5. Use the Description field to add more specifics about the Account Code and update that field as the funding changes.

6. You should use an effective date as far in the past as possible to prevent having any future dated rows in the Account Code Table (a row that is after the current row in the Department Budget Table). You also want to ensure that the row of data in the Account Code Table is not after the Pay End Date when payroll confirms.

7. The Org Code field should not be populated because it limits the usefulness of the Account Code. You would have to create four separate Account Codes for one funding source if that source is to fund four different Departments. By leaving the Org Code field blank, you only need to create one Account Code to be used for all four Departments.

8. The best entry mode to use when modifying an Account Code is Correction mode. Using Correction mode ensures that you will not have future dated rows in the Account Code Table.

9. If you use the Update/Display mode be sure to use an effective date that is as far in the past as possible. If you create a future dated row in the Account Code Table, the system may read the incorrect row of data during paycheck distribution. The system reads the Department Budget Table first and then finds the corresponding row of data in the Account Code Table that is equal to or prior to the date in the Department Budget Table.

Section 2: Department Budget Table

1. The Department Budget Table associates a Department and any Position Overrides with Account Codes that hold the ChartField values used to expense personal services and fringes in Financials.

2. A new Department must first be set-up in Financials before it can be added to the HRMS system and the Department Budget Table.

3. If you add the Department Account Code to the HRMS Department Change Request form, HRMS Security will add the code to the Department Budget Table. You can add the Department Account Code but you have a very small window of time in which to it. The system will add it if neither of the previous methods has taken place prior to nightly processing. It's best to add the Department Account Code to the HRMS Department Change Request form because it will be added to the Department Budget Table as soon as the department is added to the HRMS system, preventing funding errors caused by timing issues.

4. The Account Code Table lists all of the Company's account codes and the Default Account Code Table lists one account code designated by each agency as a default.

5. In the event the Department Account Code is not entered in or is deleted from the Department Budget Table, the system will add a code to the table using the designated Account Code from the Default Account Code Table. The system uses it!

6. You setup the position as a Position Override in the Department Budget Table.

7. Inserting a row on both the Department Table panel and then again on the Dept Budget Distr panel at the Budget Level. If you do not insert the row on the Dept Budget Distr panel you will probably delete the Department Account Code.

8. No, you do not insert a row at the Budget Level on the Dept Budget Distr panel. To change an Account Code for either a Department Account Code or Position Override, you insert a row on the Department Budget panel, input a new effective date, tab over to the Dept Budget Distr panel, and then tab down to the Account Code field and make the appropriate change(s).

9. Use a 5/1/01 effective date to set-up a new department in the Department Budget Table when you have positions that on a lag payroll with a 5/20/01 Pay Begin Date. When you add the account code to the HRMS Department Change Request, HRMS Security pushes back the date by one month when adding the department to the Department Budget Table. If brand new positions will also be setup as Position Overrides in the Dept Budget Table, use 5/1/01 as the effective date in Position Data.

10. First, make sure you have accessed the correct department and check the department number in Position Data. If the department is correct, start checking Effective Dates (PeopleSoft is Effective Date driven). For example, if the effective date in Position Data is after the effective date in the Department Budget Table, the system considers the row in Position Data a future dated row.

11. Again, you would start looking at effective dates and then pay begin and end dates. Also, you may have deleted a Department Account Code and the system added a different one when it rebuilt the Department Account Code row.

12. One-time funding changes should be made either through Rapid Pay Data Entry (for hourly positions) or Labor Distribution. If you are making a one-time change for all of the positions funded through the Department Account Code, you would save time entering it once in the Department Budget Table (but be sure to change it back to the original account code after payroll is confirmed).

Section 3: Personal Services Projection

1.   The Position Budget Info panel is where you add or remove a position from the Personal Services Projection. This panel also gives you the cost of a position by fiscal year.

2. The best way to remove a position from the projection is to delete the Budget Begin Date on the Position Budget Info panel. You can also add a Budget End Date.

3. The Last Pay Period Date should always be the date of the last **confirmed** payroll.

4. If you use a Last Pay Period Date that does not include the last confirmed payroll, then that payroll will be added to both the actual YTD and the projection figures.

5. March 15th.

ACCOUNT CODE WORKFLOW

ACCT CODE TABLE

Account Codes
42201 – State
42202 - Federal
Holds the ChartField values
used in Financials

DEPT BUDGET TABLE
Departments (Orgs)

Budget Office – 422001001

All positions go to **42201**

Accounting Office – 422002001

Psn Overrides 12345678 & 12789482
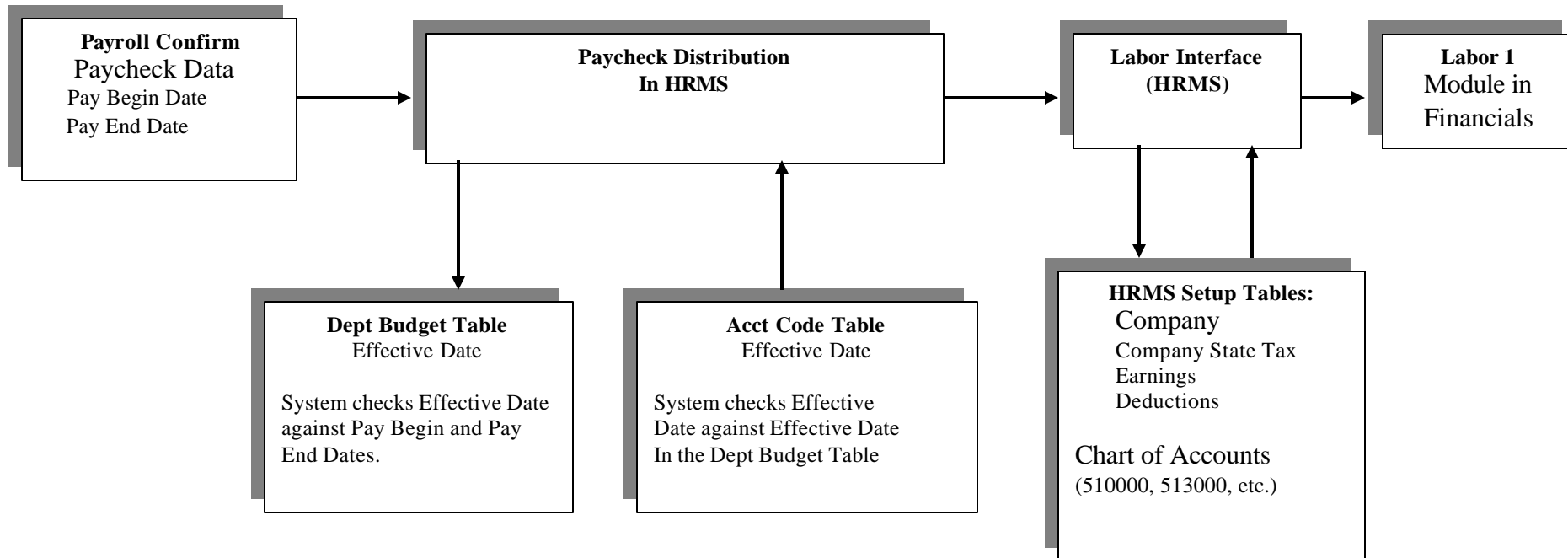All other positions go to **42201**

"Our Department
Account Code is
42201"

"Our Department
Account Code is
42201"

POSITION OVERRIDES

12345678 – **42202**

12789482 - **50%** to **42201**
          50% to **42202**

PAYROLL DISTRIBUTION WORKFLOW

Payroll Confirm
Paycheck Data
Pay Begin Date
Pay End Date

→

Paycheck Distribution
In HRMS

→

Labor Interface
(HRMS)

→

Labor 1
Module in
Financials

Dept Budget Table
Effective Date

System checks Effective Date
against Pay Begin and Pay
End Dates.

Acct Code Table
Effective Date

System checks Effective
Date against Effective Date
In the Dept Budget Table

HRMS Setup Tables:
Company
Company State Tax
Earnings
Deductions

Chart of Accounts
(510000, 513000, etc.)

Balance

HRMS Payroll Summary -Confirmed Report
PY XXX 0018H
to
Labor 1 LD XXX 001